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IDENTIFIERS	Instructional Support System Occupational Educ

ABSTRACT

Intended for instructors in occupational education programs, this catalog identifies instructional materials found to be successful for teaching specific occupational competencies identified in the Instructional Support System for Occupational Education (ISSOE) in the area of business and office education. Contents include 151 materials reporting forms for materials used in various program areas of business and office education. Forms are organized first by program area and then by ISSOE task numbers arranged sequentially. (A separate form is provided for each task for which the material is used). Program areas/units include communication skills, filing and retrieval, adding and calculating machines, financial and recordkeeping systems, and data processing. The materials reporting form provides this information: course, unit, and module titles; task title and number; school name and address, instructor, and phone number; ISSOE region; V-TECS number; type of instruction materials best suited for; instructional, grade, and ability levels; type of materials used; title of material, author, edition, copyright, date, publisher, cost, and pages used; comments; and written teacher comments. (YLB)

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BUSINESS & OFFICE EDUCATION

ISSOE

Managing Student Progress

ED209462

Instructional Materials

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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BUSINESS & OFFICE EDUCATION

Instructional Materials

Research Pub. 81-04-B

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PREFACE

This catalog of instructional materials was gathered in a cooperative effort by members of the New York State Education Department, Division of Occupational and Continuing Education, Cornell Institute for Occupational Education and ISSOE Regional Coordinators. Thanks are extended to all individuals who assisted in this compilation of instructional materials found to be successful for teaching specific occupational competencies. Special thanks are due to Dr. Robert Frank, Institute Coordinator for ISSOE Projects, for his work in directing this project and assembling the catalogs.

Instructors in occupational education programs will find the catalog useful in identifying those materials which support effective teaching. Materials reporting forms are arranged throughout the catalog by program area, followed by ISSOE task numbers, arranged sequentially. It is hoped that these materials will be valuable to occupational teachers.

James A. Dunn

James A. Dunn
Institute Director and
Professor of Education

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Oral Communication

TASK Receive and Accommodate Visitors

1979-1980 Task # 02-01-01

1980-1981 Task # ____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

X Textbook   X Workbook   ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: The Receptionist

Author(s): Wood and McKenna   Edition ____   Copyright Date 1966

Publisher: McGraw Hill Book Company   Cost $9.40

Pages used: ____

COMMENTS: Content ____   Organization ____

Clarity ____   Readability ____

Illustrations ____   Length ____

Motivational Qualities ____

Includes: ____ Student Directions   ____ Quizzes   ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Oral Communication

TASK Receive and Accommodate Visitors

1979-1980 Task # 02-01-01

1980-1981 Task # ____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

X Basic

____ Advanced

GRADE:

____ 10

X 11

____ 12

ABILITY:

____ Below Average Performance

X Average Performance

____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

X Audio Visual Material (Describe) 2 Training Cassettes

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: The Receptionist

Author(s): Buller and Smith Edition ____ Copyright Date 1978

Publisher: Southwestern Cost $6.6[illegible]

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: X Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Practice Set

ISSOE MATERIALS REPORTING FORM

COURSE Business office

UNIT Communication skills

MODULE Oral communications

TASK Receive and accomodate visitors

1979-1980 Task # 02-01-01

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ____

MATERIALS BEST SUITED FOR:

___ Individual Instruction

x Group Instruction

___ Handicapped (Describe) ____

___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	x Below Average Performance
___ Basic	x 11	x Average Performance
___ Advanced	x 12	___ Above Average Performance

MATERIALS USED:

x Textbook

___ Workbook

___ Other Printed Material (Describe) ____

___ Audio Visual Material (Describe) ____

___ Simulations/Demonstrations ____

___ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Office Procedures

Author(s): Pasewark, Oliverio

Edition [illegible]

Copyright Date 1978

Publisher: Southwestern

Cost $9.42

Pages used: 180-190

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Appropriate for 10-11

Illustrations Graphic/appropriate

Length Satisfactory

Motivational Qualities Attractively presented: interesting

Includes: x Student Directions ___ Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication skills

MODULE Oral communications

TASK Receive, record, & route phone calls

1979-1980 Task # 02-01-02

1980-1981 Task # ______

School Name and Address Mt. Vernon H.S

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ______

MATERIALS BEST SUITED FOR:

___ Individual Instruction
x Group Instruction
___ Handicapped (Describe) ______
___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):

___ Introductory
x Basic
___ Advanced

GRADE:

x 10
x 11
___ 12

ABILITY:

x Below Average Performance
x Average Performance
___ Above Average Performance

MATERIALS USED:

x Textbook
___ Workbook
___ Other Printed Material (Describe) ______
___ Audio Visual Material (Describe) ______
___ Simulations/Demonstrations ______
___ Other (Equipment, Supplies, Etc.) ______

Title: Clerical Office Procedures

Author(s): Pasewark, Oliverio

Edition 6

Copyright Date 1978

Publisher: Southwestern

Cost $9.42

Pages used: 204-217

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Appropriate for grade level

Illustrations Numerous/appropriate

Length Adequate

Motivational Qualities ______

Includes: x Student Directions ___ Quizzes x Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Oral Communication

TASK Receive, record, route phone calls

1979-1980 Task # 02-01-02

1980-1981 Task # ____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

____ Basic

____ Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____ Below Average Performance

____ Average Performance

____ Above Average Performance

MATERIALS USED:

X Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Office Procedures

Author(s): Arche, Brecker, Stewart

Edition 4th

Copyright Date 1975

Publisher: McGraw Hill

Cost $9.18

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Oral Communications

Instructor Gloria Palmer

TASK Receive, record, & route phone calls

Phone Number (716) 763-9208

1979-1980 Task # 02-01-02

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
X Basic	X 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook
____ Workbook
X Other Printed Material (Describe) 30 pg. teacher material
X Audio Visual Material (Describe) 90 minute cassette
____ Simulations/Demonstrations ____
X Other (Equipment, Supplies, Etc.) 12 masters

Title: Telephone Use Activity Pack

Author(s): J. Weston Walsh, Pub.
Edition ____
Copyright Date ____

Publisher: Portland, ME 0410
Cost ____

Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length ____
Motivational Qualities ____

Includes: X Student Directions   X Quizzes   X Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt.Vernon H.S.

UNIT Communications skills

MODULE Oral communications

Instructor Irene Schindler

TASK Obtain telephone numbers

Phone Number (914) 668-6580

1979-1980 Task # 02-01-03

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

[✓ Group Instruction]

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	[✓ Below Average Performance]
[✓ Basic]	[✓ 11]	[✓ Average Performance]
Advanced	[✓ 12]	Above Average Performance

MATERIALS USED:

[✓ Textbook] Workbook Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Pasewark , Oliverio

Edition 6 Copyright Date 1978

Publisher: Southwestern

Cost $9.42

Pages used: 217-238

COMMENTS: Content Good

Organization Good

Clarity Good

Readability Appropriate for grade level

Illustrations

Length

Motivational Qualities

Includes: [✓ Student Directions] Quizzes [✓ Teacher Aids]

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communications skills

MODULE Oral communications

TASK Obtain telephone numbers

1979-1980 Task # 02-01-03

1980-1981 Task #

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number

MATERIALS BEST SUITED FOR:

☒ Individual Instruction
or
☒ Group Instruction

☐ Handicapped (Describe)

☐ Other (Describe)

INSTRUCTIONAL LEVEL(S):

☐ Introductory
☒ Basic
☐ Advanced

GRADE:

☒ 10
☒ 11
☒ 12

ABILITY:

☒ Below Average Performance
☒ Average Performance
☐ Above Average Performance

MATERIALS USED:

☐ Textbook ☐ Workbook ☒ Other Printed Material (Describe) Materials

☐ Audio Visual Material (Describe)

☐ Simulations/Demonstrations Simulation

☐ Other (Equipment, Supplies, Etc.) THANK YOU/PLEASE CALL AGAIN SPIRIT MASTER BOOK and model phone directory

Title: Telephone Training for Business Students

Author(s): NY Telephone Company Edition Copyright Date

Publisher: N.Y. Telephone Co. Cost Free

Pages used: pp. 28-36 in Using the Directory

COMMENTS: Content Excellent Organization Excellent

Clarity Excellent Readability Excellent

Illustrations Excellent Length Appropriate

Motivational Qualities Is very relevant and well presented

Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments: Contact local Telephone Business Office to reserve telephone equipment: a free supply of handouts, modified directories; and a spirit master book of telephone and directory information and teaching assistance available to groups/teachers upon request.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process incoming mail

Phone Number (716) 763-9208

1979-1980 Task # 02-02-01

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe)
___ Group Instruction
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):
___ Introductory
___ Basic
___ Advanced

GRADE:
___ 10
___ 11
___ 12

ABILITY:
___ Below Average Performance
___ Average Performance
___ Above Average Performance

MATERIALS USED:
___ Textbook
___ Workbook
___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
X Simulations/Demonstrations On the Job Training
___ Other (Equipment, Supplies, Etc.)

Title: Mail Clerk
Author(s): French
Edition
Copyright Date 1973
Publisher:
Cost $2.67
Pages used:

COMMENTS:
Content
Organization
Clarity
Readability
Illustrations
Length
Motivational Qualities
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Communication skills	
MODULE Mail handling	Instructor Irene Schindler
TASK Process incoming mail	Phone Number (914) 668-6580
1979-1980 Task # 02-02-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

____ Individual Instruction	____ Handicapped (Describe)
____ Group Instruction	____ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	x Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	x 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe)

____ Audio Visual Material (Describe)

____ Simulations/Demonstrations

____ Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Pasewark, Oliverio Edition 6 Copyright Date 1978

Publisher: Southwestern Cost $9.42

Pages used: 370-377

COMMENTS: Content Complete	Organization Good
Clarity Good	Readability Appropriate for 10-11
Illustrations Numerous/in color and black and white	Length
Motivational Qualities	

Includes: x Student Directions ____ Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process incoming mail

Phone Number (716) 763-9208

1979-1980 Task # 02-02-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

____ Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook X Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Gregg Office Job Training Program

Author(s): Andrews Edition ____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost $2.67

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process incoming mail

Phone Number (716) 763-9208

1979-1980 Task # 02-02-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

____ Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Office Procedures

Author(s): Archer, Brecker, Stewart Edition 4th Copyright Date 1975

Publisher: McGraw Hill Cost $9.18

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Mail Handling

TASK Process outgoing mail

1979-1980 Task # 02-02-02

1980-1981 Task #____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number____

MATERIALS BEST SUITED FOR:

____Individual Instruction
____Group Instruction
____Handicapped (Describe)____
____Other (Describe)____

INSTRUCTIONAL LEVEL(S):
____Introductory
____Basic
____Advanced

GRADE:
____10
____11
____12

ABILITY:
____Below Average Performance
____Average Performance
____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)____
____Audio Visual Material (Describe)____
X Simulations/Demonstrations On the Job Training Program
____Other (Equipment, Supplies, Etc.)____

Title: Mail Clerk

Author(s): French

Edition____

Copyright Date 1973

Publisher:____

Cost $2.67

Pages used:____

COMMENTS:
Content____
Organization____
Clarity____
Readability____
Illustrations____
Length____
Motivational Qualities____
Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments:____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process outgoing mail

Phone Number (716) 763-9208

1979-1980 Task # 02-02-02

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

____ Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

____ Basic

____ Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____ Below Average Performance

____ Average Performance

____ Above Average Performance

MATERIALS USED:

____ Textbook x Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Gregg Office Job Training Program

Author(s): Andrews Edition ____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost $2.67

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Mail Handling

TASK Process outgoing mail

1979-1980 Task # 02-02-02

1980-1981 Task # ____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

____ Basic

____ Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____ Below Average Performance

____ Average Performance

____ Above Average Performance

MATERIALS USED:

X Textbook

____ Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Office Procedures

Author(s): Archer, Brecker, Stewart

Edition 4th

Copyright Date 1975

Publisher: McGraw Hill

Cost $9.18

Pages used: ____

COMMENTS:

Content ____

Organization ____

Clarity ____

Readability ____

Illustrations ____

Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Communication skills
MODULE: Mail Handling
TASK: Process outgoing mail
1979-19 Task #: 02-02-02
1980-1981 Task #:

School Name and Address: Mt. Vernon H.S.
Instructor: Irene Schindler
Phone Number: (914) 668-6580
ISSOE Region: 3S
V-TECS Number:

MATERIALS BEST SUITED FOR:

x Individual Instruction
or
x Group Instruction
Handicapped (Describe)
Other (Describe)

INSTRUCTIONAL LEVEL(S):
Introductory
x Basic
Advanced

GRADE:
10
x 11
x 12

ABILITY:
x Below Average Performance
x Average Performance
Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures
Author(s): Pasewark, Oliverio
Edition: 6
Copyright Date: 1978
Publisher: Southwestern
Cost: $9.42
Pages used: p. 380

COMMENTS:
Content: Good
Organization: Good
Clarity: Good
Readability: Appropriate for grade level
Illustrations: Appropriate
Length:
Motivational Qualities:
Includes: Student Directions, Quizzes, Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process packages to be shipped

Phone Number (716) 763-9208

1979-1980 Task # 02-02-03

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12

ABILITY:
____ Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

____ Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
X Simulations/Demonstrations On the Job Training Program
____ Other (Equipment, Supplies, Etc.) ____

Title: Mail Clerk

Author(s): French

Edition ____

Copyright Date 1973

Publisher: ____

Cost $2.67

Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length ____
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Ashville BOCES

UNIT Communication Skills

MODULE Mail Handling

Instructor Gloria Palmer

TASK Process packages to be shipped

Phone Number (716) 763-9208

1979-1980 Task # 02-02-03

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)____

____Group Instruction ____Other (Describe)____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____Introductory	____ 10	____Below Average Performance
____Basic	____ 11	____Average Performance
____Advanced	____ 12	____Above Average Performance

MATERIALS USED:

____Textbook __x__Workbook ____Other Printed Material (Describe)____

____Audio Visual Material (Describe)____

____Simulations/Demonstrations____

____Other (Equipment, Supplies, Etc.)____

Title: Gregg Office Job Training Program

Author(s): Andrews Edition____ Copyright Date 1973

Publisher: Gregg/McGraw Hill Cost $2.67

Pages used:____

COMMENTS: Content____ Organization____

Clarity____ Readability____

Illustrations____ Length____

Motivational Qualities____

Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments:____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication Skills

MODULE Mail Handling

TASK Process packages to be shipped

1979-1980 Task # 02-02-03

1980-1981 Task # ____

School Name and Address Ashville BOCES

Instructor Gloria Palmer

Phone Number (716) 763-9208

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Office Procedures

Author(s): Archer, Brecker, Stewart Edition 4th Copyright Date 1975

Publisher: McGraw Hill Cost $9.18

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Communication skills

MODULE Mail handling

TASK Process packages to be shipped

1979-1980 Task # 02-02-03

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Group Instruction

___ Handicapped (Describe) ____

___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

___ Introductory

x Basic

___ Advanced

GRADE:

___ 10

x 11

x 12

ABILITY:

x Below Average Performance

x Average Performance

___ Above Average Performance

MATERIALS USED:

x Textbook

___ Workbook

___ Other Printed Material (Describe) ____

___ Audio Visual Material (Describe) ____

___ Simulations/Demonstrations ____

___ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Office Procedures

Author(s): Pasewark, Oliverio

Edition 6

Copyright Date 1978

Publisher: Southwestern

Cost $9.42

Pages used: 370-395

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Appropriate for grade level

Illustrations Numerous/appropriate

Length ____

Motivational Qualities ____

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval
MODULE Indexing
Instructor David Stallone
TASK Index names for alphabetic filing
Phone Number (315) 463-9155
1979-1980 Task # 04-01-01
ISSOE Region 9
1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:
X Individual Instruction
x Handicapped (Describe) Emotional & Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
Basic
Advanced

GRADE:
10
11
12
X Adult

ABILITY:
x Below Average Performance
Average Performance
Above Average Performance

MATERIALS USED:
Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Jeffery Stewart, Gilbert Kahn
Edition 2nd
Copyright Date 1979
Publisher: McGraw Hill
Cost $3.70
Pages used:

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Fair
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Student will index 100 cards, with business and individual names for alphabetic filing.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Indexing

TASK Index names for geographic filing

1979-1980 Task # 04-01-02

1980-1981 Task # ______

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number ______

MATERIALS BEST SUITED FOR:

x Individual Instruction

___ Group Instruction

x Handicapped (Describe) Emotional and Physical

___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	___ 10	x Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance
	x Adult	

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe) ______

___ Audio Visual Material (Describe) ______

X Simulations/Demonstrations ______

___ Other (Equipment, Supplies, Etc.) ______

Title: Gregg Quick Filing Kit

Author(s): Jeffery Stewart, Gilbert Kahn Edition 2nd Copyright Date 1979

Publisher: McGraw Hill Cost $3.70

Pages used: ______

COMMENTS: Content Good Organization Good

Clarity Good Readability Good

Illustrations Good Length ______

Motivational Qualities Good

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Indexing
TASK Index addresses and names for geographic filing
1979-1980 Task # 04-01-02
1980-1981 Task #

School Name and Address Onondaga-Madison BOCES
Instructor David Stallone
Phone Number (315) 463-9155
ISSOE Region 9
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional and Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	10	x Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance
	X Adult	

MATERIALS USED:

x Textbook
x Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Clerical Recordkeeping I
Author(s): Baron/Steinfeld
Edition 3rd
Copyright Date 1971
Publisher: Southwestern
Cost $7.80
Pages used: Chapter 1, Jobs 4&5

COMMENTS:
Content Good
Organization Fair
Clarity Good
Readability Good
Illustrations Fair
Length Fair
Motivational Qualities
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: To illustrate varied ways to index addresses and names for geographic filing.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Indexing
Instructor David Stallone

TASK Index addresses and names for geographic filing
Phone Number (315) 463-9155

1979-1980 Task # 04-01-02
ISSOE Region 9

1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
Basic
Advanced

GRADE:
10
11
12
x Adult

ABILITY:
x Below Average Performance
Average Performance
Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures
Author(s): Pasewark & Oliverio
Edition 6th
Copyright Date 1978
Publisher: Southwestern
Cost $10.00
Pages used: Units: 7 part III, 8 part 3

COMMENTS:
Content Good
Organization Good
Clarity Fair
Readability Good
Illustrations Fair
Length
Motivational Qualities Fair
Includes: x Student Directions
Quizzes
x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Onondaga-Madison BOCES

UNIT Filing & Retrieval

MODULE Indexing
Instructor David Stallone

TASK Cross-reference special problem names
Phone Number (315) 463-9155

1979-1980 Task # 04-01-03
ISSOE Region 9

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction
x Handicapped (Describe) Emotional & Physical
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
x Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12
Adult

ABILITY:
x Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:
____ Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
x Simulations/Demonstrations
____ Other (Equipment, Supplies, Etc.) ____

Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn
Edition 2nd
Copyright Date 1979
Publisher: McGraw Hill
Cost $3.70
Pages used: ____

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Good
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Alphabetic Filing

TASK Retrieve correctly filed info.

1979-1980 Task # 04-02-01

1980-1981 Task #

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Group Instruction

x Handicapped (Describe) Emotional & Physical

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	10	x Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance
	x Adult	

MATERIALS USED:

X Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Pasework and Oliverio

Edition 6th

Copyright Date 1978

Publisher: Southwestern

Cost $10.00

Pages used: Unit 7

COMMENTS:

Content Good

Organization Good

Clarity Fair

Readability Good

Illustrations Good

Length

Motivational Qualities Good

Includes: x Student Directions

Quizzes

Teacher Aids

Teacher Comments: Used to demonstrate various ways of filing and retrieving information

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Alphabetic Filing	Instructor David Stallone
TASK Retrieve Correctly Filed Info	Phone Number (315) 463-9155
1979-1980 Task # 04-02-01	ISSOE Region 9
1980-1981 Task # ______	V-TECS Number ______

MATERIALS BEST SUITED FOR:

x Individual Instruction   x Handicapped (Describe) Emotional Physical
___ Group Instruction   ___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	___ 10	x Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance
	Adult	

MATERIALS USED:

X Textbook   ___ Workbook   ___ Other Printed Material (Describe) ______
___ Audio Visual Material (Describe) ______
___ Simulations/Demonstrations ______
___ Other (Equipment, Supplies, Etc.) ______

Title: Clerical Recordkeeping I
Author(s): Baron/Steinfied   Edition 3 rd Copyright Date 1971
Publisher: Southwestern   Cost $7.80
Pages used: Chapter 1

COMMENTS: Content	Good	Organization	Good
Clarity	Good	Readability	Good
Illustrations	Good	Length	Good
Motivational Qualities			

Includes: x Student Directions   ___ Quizzes   x Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Alphabetic Filing

TASK Retrieve Correctly Files Information

1979-1980 Task # 04-02-01

1980-1981 Task #

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Group Instruction

x Handicapped (Describe) Emotional and Physical

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	10	x Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance
	X Adult	

MATERIALS USED:

Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

X Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit

Author(s): Stewart/K[illegible]n

Edition 2nd

Copyright Date 1979

Publisher: McGraw Hi[illegible]

Cost $3.70

Pages used:

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Good

Illustrations Good

Length

Motivational Qualities Good

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE: Business Office
UNIT: Filing and Retrieval
MODULE: Alphabetic Filing
TASK: Retrieve misfiled material
1979-1980 Task #: 04-02-02
1980-1981 Task #: ___

School Name and Address: Onondaga-Madison BOCES
Instructor: David Stallone
Phone Number: (315) 463-9155
ISSOE Region: 9
V-TECS Number: ___

MATERIALS BEST SUITED FOR:

x Individual Instruction
___ Group Instruction
x Handicapped (Describe) Emotional & Physical
___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):
x Introductory
___ Basic
___ Advanced

GRADE:
___ 10
___ 11
___ 12
Adult

ABILITY:
x Below Average Performance
___ Average Performance
___ Above Average Performance

MATERIALS USED:

___ Textbook
___ Workbook
___ Other Printed Material (Describe) ___
___ Audio Visual Material (Describe) ___
___ Simulations/Demonstrations ___
X Other (Equipment, Supplies, Etc.) an actual file drawer

Title: NA
Author(s): ___ Edition ___ Copyright Date ___
Publisher: ___ Cost ___
Pages used: NA

COMMENTS: Content ___ Organization ___
Clarity ___ Readability ___
Illustrations ___ Length ___
Motivational Qualities ___
Includes: x Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: Students will retrieve the misfiled material in the drawer.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Filing and Retrieval
MODULE Alphabetic Filing
TASK Retrieve misfiled material
1979-1980 Task # 04-02-02
1980-1981 Task #

School Name and Address Onondaga-Madison BOCES
Instructor David Stallone
Phone Number (315) 463-9155
ISSOE Region 9
V-TECS Number

MATERIALS BEST SUITED FOR:
x Individual Instruction
Group Instruction
x Handicapped (Describe) Emotional &Physical
Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
Basic
Advanced

GRADE:
10
11
12
X Adults

ABILITY:
x Below Average Performance
Average Performance
Above Average Performance

MATERIALS USED:
Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn
Edition 2nd
Copyright Date 1979
Publisher: McGraw Hill
Cost $3.70
Pages used:

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities:
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Numeric Filing

Instructor David Stallone

TASK Arrange correspondence according to beginning-digit filing system

Phone Number (315) 463-915[illegible]

1979-1980 Task # 04-03-01

ISSOE Region 9

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Handicapped (Describe) Emotional & Physical

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory

Basic

Advanced

GRADE:

10

11

12

x Adult

ABILITY:

x Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

X Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Pasewark/Oliverio

Edition 6th

Copyright Date 1978

Publisher: Southwestern

Cost $10.00

Pages used: Unit 7

COMMENTS: Content Good

Organization Good

Clarity fair

Readability good

Illustrations good

Length good

Motivational Qualities

Includes: x Student Directions

Quizzes

Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval
MODULE Numeric Filing
Instructor David Stallone
TASK Arrange correspondence according to beginning-digit filing system
Phone Number (315) 463-9155
1979-1980 Task # 04-03-01
ISSOE Region 9
1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
x Basic
Advanced

GRADE:
10
11
12
Adult

ABILITY:
x Below Average Performance
Average Performance
Above Average Performance

MATERIALS USED:
Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn
Edition 2nd
Copyright Date 1979
Publisher: McGraw Hill
Cost $3.70
Pages used:

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Good
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to beginning-digit filing system

1979-1980 Task # 04-03-01

1980-1981 Task #

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Handicapped (Describe) Emotional and Physical

Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):

x Introductory

Basic

Advanced

GRADE:

10

11

12

X Adult

ABILITY:

x Below Average Performance

Average Performance

Above Average Performance

MATERIALS USED:

X Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Clerical Recordkeeping I

Author(s): Baron/Steinfeld

Edition 3rd

Copyright Date 1971

Publisher: Southwestern Publishing Company

Cost $7.80

Pages used: Chapter 1

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Good

Illustrations Good

Length Good

Motivational Qualities Good

Includes: x Student Directions

Quizzes

Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to middle-digit filing system

1979-1980 Task # 04-03-02

1980-1981 Task # ____

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
x Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12
Adult

ABILITY:
x Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:
____ Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
X Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Gregg Quick Filing Kit

Author(s): Stewart/Kahn

Edition 2nd

Copyright Date 1979

Publisher: McGraw Hill

Cost $3.70

Pages used: ____

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Good

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Numeric Filing

Instructor David Stallone

TASK Arrange correspondence according to middle-digit filing system.

Phone Number (315) 463-9155

1979-1980 Task # 04-03-02

ISSOE Region 9

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Handicapped (Describe) Emotional and Physical

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	____ 10	x Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance
	Adult	

MATERIALS USED:

X Textbook

____ Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Office Procedures

Author(s): Pasewark/Oliverio

Edition 6th

Copyright Date 1978

Publisher: Southwestern

Cost $10.00

Pages used: Unit 7

COMMENTS:

Content Good

Organization Good

Clarity Fair

Readability Good

Illustrations Fair

Length Good

Motivational Qualities Good

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Numeric Filing

TASK Arrange correspondence according to terminal-digit filing system.

1979-1980 Task # 04-03-03

1980-1981 Task #

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	10	x Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance
	Adult	

MATERIALS USED:

Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit

Author(s): Stewart/Kahn

Edition 2nd

Copyright Date 1979

Publisher: McGraw Hill

Cost $3.70

Pages used:

COMMENTS:

Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Good

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Numeric Filing

Instructor David Stallone

TASK Arrange correspondence according to terminal digit filing system.

Phone Number (315) 463-9155

1979-1980 Task # 04-03-03

ISSOE Region 9

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
___ Group Instruction
___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

x Introductory
___ Basic
___ Advanced

GRADE:

___ 10
___ 11
___ 12
Adult

ABILITY:

x Below Average Performance
___ Average Performance
___ Above Average Performance

MATERIALS USED:

X Textbook
___ Workbook
___ Other Printed Material (Describe) ____
___ Audio Visual Material (Describe) ____
___ Simulations/Demonstrations ____
___ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Office Procedures

Author(s): Pasewark/Oliverio

Edition 6th

Copyright Date 1978

Publisher: Southwestern

Cost $10.00

Pages used: Unit 8

COMMENTS:

Content Good

Organization Good

Clarity Fair

Readability Good

Illustrations Fair

Length Good

Motivational Qualities Fair

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK Set up an alphabetic correspondence file	Phone Number (315) 463-9155
1979-1980 Task # 04-04-01	ISSOE Region 9
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

☒ Individual Instruction ☒ Handicapped (Describe) Emotional & Physical
☐ Group Instruction ☐ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
☒ Introductory	☐ 10	☒ Below Average Performance
☐ Basic	☐ 11	☐ Average Performance
☐ Advanced	☐ 12 Adult	☐ Above Average Performance

MATERIALS USED:

☐ Textbook ☐ Workbook ☐ Other Printed Material (Describe)
☐ Audio Visual Material (Describe)
☒ Simulations/Demonstrations
☐ Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Edition 2nd Copyright Date 1979
Publisher: McGraw Hill Cost $3.70
Pages used:

COMMENTS:

Content Good	Organization Good
Clarity Good	Readability Good
Illustrations Good	Length Good
Motivational Qualities Good	

Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments: Student first arranges files alphabetically, per filing kit, then sets up his own files at his desk.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK Set up an alphabetic correspondence file	Phone Number (315) 463-9155
1979-1980 Task # 04-04-01	ISSOE Region 9
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Handicapped (Describe) Emotional & Physical

___ Group Instruction

___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	___ 10	x Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12 Adult	___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

___ Simulations/Demonstrations

X Other (Equipment, Supplies, Etc.) actual desk (file?) drawers

Title:

Author(s): Edition Copyright Date

Publisher: Cost

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: Student files in the front office

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Onondaga-Madison BOCES

UNIT Filing and Retrieval

MODULE Modern Filing System
Instructor David Stallone

TASK File and Retrieve correspondence
Phone Number (315) 463-9155

1979-1980 Task # 04-04-02
ISSOE Region 9

1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
Basic
Advanced

GRADE:
10
11
12
Adult

ABILITY:
x Below Average Performance
Average Performance
Above Average Performance

MATERIALS USED:

Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
X Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Gregg Quick Filing Kit
Author(s): Stewart/Kahn
Edition 2nd
Copyright Date 1979
Publisher: McGraw Hill
Cost $3.70
Pages used:

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Good
Illustrations Good
Length Good
Motivational Qualities Good
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: 1) Student will file 100 cards from kit and retrieve them in his exercise.

2) Then use an actual file drawer to file and retrieve

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Onondaga-Madison BOCES
UNIT Filing and Retrieval	
MODULE Modern Filing System	Instructor David Stallone
TASK File and retrieve correspondence	Phone Number (315) 463-9155
1979-1980 Task # 04-04-02	ISSOE Region 9
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Handicapped (Describe) Emotional & Physical
Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	10	x Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance
	Adult	

MATERIALS USED:

X Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures
Author(s): Passwark/Oliverio
Edition 6th
Copyright Date 1978
Publisher: Southwestern
Cost $10.00
Pages used: Unit 8

COMMENTS:

Content Good	Organization Good
Clarity Fair	Readability Good
Illustrations Fair	Length Good
Motivational Qualities Fair	

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Book gives example of modern filing systems and how they are used.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Filing and Retrieval

MODULE Modern Filing System

TASK File and retrieve correspondence

1979-1980 Task # 04-04-02

1980-1981 Task # ____

School Name and Address Onondaga-Madison BOCES

Instructor David Stallone

Phone Number (315) 463-9155

ISSOE Region 9

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Handicapped (Describe) Emotional & Physical

___ Group Instruction

___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

x Introductory

___ Basic

___ Advanced

GRADE:

___ 10

___ 11

___ 12

x Adult

ABILITY:

x Below Average Performance

___ Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook

___ Workbook

___ Other Printed Material (Describe) ____

___ Audio Visual Material (Describe) ____

___ Simulations/Demonstrations ____

X Other (Equipment, Supplies, Etc.) an actual file drawer

Title: ____

Author(s): ____ Edition ____ Copyright Date ____

Publisher: ____ Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: - use to set up own files

- for practice

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Adding Machines

Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines

Phone Number (716) 483-4384

1979-1980 Task # 06-01-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

_____ Individual Instruction

_____ Handicapped (Describe) _____

_____ Group Instruction

_____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

_____ Introductory

_____ Basic

_____ Advanced

GRADE:

_____ 10

_____ 11

_____ 12

ABILITY:

_____ Below Average Performance

_____ Average Performance

_____ Above Average Performance

MATERIALS USED:

_____ Textbook _____ Workbook _____ Other Printed Material (Describe) _____

_____ Audio Visual Material (Describe) _____

_____ Simulations/Demonstrations _____

_____ Other (Equipment, Supplies, Etc.) _____

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna

Edition 4th

Copyright Date _____

Publisher: _____

Cost _____

Pages used: _____

COMMENTS:

Content _____

Organization _____

Clarity _____

Readability _____

Illustrations _____

Length _____

Motivational Qualities _____

Includes: _____ Student Directions _____ Quizzes _____ Teacher Aids

Teacher Comments: _____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Jamestown High School

UNIT Adding and Calculating Machines

MODULE Adding Machines
Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines
Phone Number (716) 483-4384

1979-1980 Task # 06-01-01
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ [illegible]1	____ Average Performance
____ Advanced	____ [illegible]	____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Comprehensive Business Machine Course
Author(s): Pactor & Johnson
Edition ____ Copyright Date 1968
Publisher: Fearon - Pitman
Cost $6.80/5.10
Pages used: ____

COMMENTS: Content ____ Organization ____
Clarity ____ Readability ____
Illustrations ____ Length ____
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Adding Machines
Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines
Phone Number (716) 483-4384

1979-1980 Task # 06-01-01
ISSOE Region 13

1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

____Individual Instruction
____Handicapped (Describe)
____Group Instruction
____Other (Describe)

INSTRUCTIONAL LEVEL(S):
____Introductory
____Basic
____Advanced

GRADE:
____ 10
____ 11
____ 12

ABILITY:
____Below Average Performance
____Average Performance
____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)
____Audio Visual Material (Describe)
____Simulations/Demonstrations
____Other (Equipment, Supplies, Etc.)

Title: Full Keyboard Adding Machine Course
Author(s): Pactor and Johnson
Edition 1968 Revised
Copyright Date 1968
Publisher: Fearon - Pitman
Cost $2.20/1.65
Pages used:

COMMENTS:
Content
Organization
Clarity
Readability
Illustrations
Length 96 pages
Motivational Qualities
Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments: No description given in catalog

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Adding Machines

Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines

Phone Number (716) 483-4384

1979-1980 Task # 06-01-01

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction ___ Handicapped (Describe)

___ Group Instruction ___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook ___ Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

___ Simulations/Demonstrations

___ Other (Equipment, Supplies, Etc.)

Title: Ten Key Adding Machine

Author(s): Pactor and Johnson Edition ___ Copyright Date 1976

Publisher: Fearon - Pitman Cost $4.20/3.15

Pages used:

COMMENTS: Content ___ Organization ___

Clarity ___ Readability ___

Illustrations x Length 73 pages

Motivational Qualities

Includes: x Student Directions ___ Quizzes x Teacher Aids

Teacher Comments: 72 pages paperbound - lots of drill and practical business problems according to the catalog description. Do not have a copy of this book.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Adding Machines

Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines

Phone Number (716) 483-4384

1979-1980 Task # 06-01-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

_____ Individual Instruction

_____ Handicapped (Describe) _____

_____ Group Instruction

_____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):

_____ Introductory

_____ Basic

_____ Advanced

GRADE:

_____ 10

_____ 11

_____ 12

ABILITY:

_____ Below Average Performance

_____ Average Performance

_____ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook

_____ Other Printed Material (Describe) _____

_____ Audio Visual Material (Describe) _____

_____ Simulations/Demonstrations _____

_____ Other (Equipment, Supplies, Etc.) _____

Title: Ten Key Adding - Listing Machines

Author(s): Pasework & Crenelia

Edition 4th

Copyright Date _____

Publisher: Southwestern

Cost $4.24/3.18

Pages used: _____

COMMENTS:

Content _____

Organization _____

Clarity _____

Readability _____

Illustrations _____

Length _____

Motivational Qualities _____

Includes: x Student Directions X Quizzes x Teacher Aids

pre-test

post-test

Teacher Comments: Text - and workbook - I do not have this book

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Adding Machines

Instructor Jean Bobo

TASK Solve problems using 10-key adding/listing machines

Phone Number (716) 483-4384

1979-1980 Task # 06-01-01

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)

____Group Instruction ____Other (Describe)

INSTRUCTIONAL LEVEL(S):

____Introductory

____Basic

____Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____Below Average Performance

____Average Performance

____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)

____Audio Visual Material (Describe)

____Simulations/Demonstrations

____Other (Equipment, Supplies, Etc.)

Title: How to Use Adding Machines

Author(s): Meehan and Kahn

Edition 4

Copyright Date 1979

Publisher: McGraw Hill

Cost $8.56/6.42

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: I do not have this book. I went by the description in the catalog which gives a good description of the contents.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Adding and Calculating Machines

MODULE Adding machines

TASK Solve problems using 10-key adding/listing machine

1979-1980 Task # 06-01-01

1980-1981 Task # ______

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ______

MATERIALS BEST SUITED FOR:

x Individual Instruction
x or Group Instruction
___ Handicapped (Describe) ______
___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	x 12	___ Above Average Performance

MATERIALS USED:

x Textbook   x Workbook   ___ Other Printed Material (Describe) ______
___ Audio Visual Material (Describe) ______
___ Simulations/Demonstrations ______
___ Other (Equipment, Supplies, Etc.) ______

Title: Ten-Key Adding-Listing Machine Course

Author(s): Pasewark, Cornelia   Edition 4   Copyright Date ______

Publisher: Southwestern   Cost $3.36

Pages used: All 122 pages as time permits

COMMENTS: Content Excellent   Organization Excellent
Clarity Good   Readability Appropriate
Illustrations Numerous/appropriate   Length Satisfactory
Motivational Qualities Lots of good, realistic material
Includes: x Student Directions   x Quizzes   x Teacher Aids

Teacher Comments: Very complete book; usually not needed in its entirety; functions are usually taught in connection with other functions of an electronic calculator; adding machines being phased out.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Adding and calculating machines

MODULE Adding machines

TASK Solve problems using ten-key adding/listing machine

1979-1980 Task # 06-01-01

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

x Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	x 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach and Hanna Edition 4 Copyright Date 1979

Publisher: Gregg/McGraw Hill Cost $8.56

Pages used: 99-123

COMMENTS: Content complete Organization Good

Clarity Good Readability Appropriate for average 11-12

Illustrations Satisfactory Length Satisfactory

Motivational Qualities Timed progress check--good motivational device

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems w/ 10-key electronic printing calculator

Phone Number (716) 483-4384

1979-1980 Task # 06-02-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction ____ Handicapped (Describe) ____

x Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna

Edition 4th

Copyright Date 1979

Publisher: Gregg - McGraw Hill

Cost $8.56/6.42

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length 224 pages

Motivational Qualities "operating models"

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the ten-key electronic calculator

Phone Number (716) 483-4384

1979-1980 Task # 06-02-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Electronic Calculator

Author(s): Pactor

Edition ____

Copyright Date 1976

Publisher: Fearon Pitman Publishing Company

Cost $4.20/3.15

Pages used: ____

COMMENTS:

Content ____

Organization ____

Clarity ____

Readability ____

Illustrations x

Length 112 pages

Motivational Qualities ____

Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Irene Schindler

TASK Solve problems using the ten-key electronic printing calculator

Phone Number (914) 668-6580

1979-1980 Task # 06-02-01

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
or
x Group Instruction
Handicapped (Describe)
Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	Below Average Performance
x Basic	x 11	x Average Performance
Advanced	x 12	Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna

Edition 4

Copyright Date 1979

Publisher: Gregg/McGraw Hill

Cost $8.56

Pages used: 147-161

COMMENTS:

Content Complete

Organization Good

Clarity Good

Readability Appropriate

Illustrations Satisfactory

Length Satisfactory

Motivational Qualities Timed Progress Check enables students to measure their mastery of each machine and see their progression in skill on a lesson-to-lesson basis.

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Adding & Calculating Machines

MODULE Calculating Machines

TASK Solve problems using the 10-key electronic printing calculator

1979-1980 Task # 06-02-01

1980-1981 Task # _____

School Name and Address Jamestown High School

Instructor Jean Bobo

Phone Number (716) 483-4384

ISSOE Region 13

V-TECS Number _____

MATERIALS BEST SUITED FOR:

_____ Individual Instruction
_____ Group Instruction
_____ Handicapped (Describe) _____
_____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):
_____ Introductory
_____ Basic
_____ Advanced

GRADE:
_____ 10
_____ 11
_____ 12

ABILITY:
_____ Below Average Performance
_____ Average Performance
_____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
_____ Other Printed Material (Describe) Pre-test, Post-test
_____ Audio Visual Material (Describe) _____
_____ Simulations/Demonstrations _____
_____ Other (Equipment, Supplies, Etc.) _____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark

Edition _____

Copyright Date _____

Publisher: Southwestern

Cost $5.16/3.87

Pages used: _____

COMMENTS:
Content _____
Organization _____
Clarity _____
Readability _____
Illustrations _____
Length 30 jobs
Motivational Qualities _____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: _____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the ten key electronic printing calculator

Phone Number (716) 483-4384

1979-1980 Task # 06-02-01

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction ___ Handicapped (Describe)

___ Group Instruction ___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

___ Simulations/Demonstrations

___ Other (Equipment, Supplies, Etc.)

Title: Printing Calculator ~~Guide~~ Course

Author(s): Pactor

Edition 0254-6 Copyright Date 1969

Publisher: Fearon - Pitman Publishing Company

Cost $3.20/2.40

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length 160 pages

Motivational Qualities

Includes: ___ Student Directions ___ Quizzes x Teacher Aids

Teacher Comments: Answer key is more than text $3.36/2.52

No description given in catalog I have.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the ten key electronic printing calculator

Phone Number (716) 483-4384

1979-1980 Task # 06-02-01

ISSOE Region 13

1980-1981 Task #____________

V-TECS Number____________

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)____________

____Group Instruction ____Other (Describe)____________

INSTRUCTIONAL LEVEL(S):

____Introductory

____Basic

____Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____Below Average Performance

____Average Performance

____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)____________

X Audio Visual Material (Describe) filmstrip- Set of 25 for use with all machines which record amounts on tape.

____Simulations/Demonstrations____________

____Other (Equipment, Supplies, Etc.)____________

Title: Ten Key Touch Training Course

Author(s):____________ Edition______ Copyright Date 1959

Publisher: Gregg/McGraw Hill Cost______

Pages used:____________

COMMENTS: Content____________ Organization____________

Clarity____________ Readability____________

Illustrations____________ Length Set of 25 film strips.

Motivational Qualities____________

Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments:____________

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Irene Schindler

TASK Solve problems using the ten-key electronic printing calculator

Phone Number (914) 668-6580

1979-1980 Task # 06-02-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

☐ Individual Instruction
☐ Handicapped (Describe) ____
☐ Group Instruction
☐ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
☐ Introductory	☐ 10	☐ Below Average Performance
☒ Basic	☒ 11	☒ Average Performance
☐ Advanced	☒ 12	☐ Above Average Performance

MATERIALS USED:

☒ Textbook Text-workbook combination ☐ Workbook ☐ Other Printed Material (Describe) ____
☐ Audio Visual Material (Describe) ____
☐ Simulations/Demonstrations ____
☒ Other (Equipment, Supplies, Etc.) Tests

Title: Office Machines Course
Author(s): Cornelia, Pasewark Edition 5 Copyright Date 1979
Publisher: Southwestern Cost $4.47
Pages used: 1-39

COMMENTS:
Content Excellent
Organization Excellent
Clarity Good
Readability Appropriate for 11-12
Illustrations Good
Length Appropriate
Motivational Qualities Students see results; checkups and reinforcement
Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments: A good spiral bound book-- students may put answers on answer sheets rather than in book--thus, two-three years of use is possible.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems with the 10-key electronic calculator involving the memory function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-02

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe)

____ Group Instruction

____ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

____ Other Printed Material (Describe)

____ Audio Visual Material (Describe)

____ Simulations/Demonstrations

____ Other (Equipment, Supplies, Etc.)

Title: Solving Business Problems on the Electronic Calculator

Author(s): James Mechan and Allan Doerr

Edition 3 rd

Copyright Date 1975

Publisher: Gregg/McGraw Hill

Cost $7.44/5.58

Pages used:

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length 256 pages

Motivational Qualities

Includes: ____ Student Directions ____ Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines
Instructor Jean Bobo

TASK Solve problems with the 10-key electronic calculator involving the memory function
Phone Number (716) 483-4384

1979-1980 Task # 06-02-02
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
x Other Printed Material (Describe) Pre-Post Tests
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Electronic Display Calculator Course

Author(s): Pasewark
Edition ____
Copyright Date ____

Publisher: Southwestern
Cost $[illegible].87

Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length 30 jobs
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Adding & Calculating Machines

MODULE Calculating Machines

TASK Solve problems w/ 10-key electronic calculator, involving memory function

1979-1980 Task # 06-02-02

1980-1981 Task #

School Name and Address Jamestown High School

Instructor Jean Bobo

Phone Number (716) 483-4384

ISSOE Region 13

V-TECS Number

MATERIALS BEST SUITED FOR:

☒ Individual Instruction ☐ Handicapped (Describe)

☒ Group Instruction ☐ Other (Describe)

INSTRUCTIONAL LEVEL(S):
☐ Introductory
☐ Basic
☐ Advanced

GRADE:
☐ 10
☐ 11
☐ 12

ABILITY:
☐ Below Average Performance
☐ Average Performance
☐ Above Average Performance

MATERIALS USED:

☒ Textbook ☐ Workbook ☐ Other Printed Material (Describe)

☐ Audio Visual Material (Describe)

☐ Simulations/Demonstrations

☐ Other (Equipment, Supplies, Etc.)

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna Edition 4th Copyright Date 1979

Publisher: Gregg - McGraw Hill Cost $8.56/6.42

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length 224 pages

Motivational Qualities

Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Adding & Calculating Machines

MODULE Calculating Machines

TASK Solve problems using the 10-key electronic calculator, involving sensory function

1979-1980 Task # 06-02-02

1980-1981 Task # ____________

School Name and Address Jamestown High School

Instructor Jean Bobo

Phone Number (716) 483-4384

ISSOE Region 13

V-TECS Number ____________

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Group Instruction

____ Handicapped (Describe) ____________

____ Other (Describe) ____________

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook   x Workbook   ____ Other Printed Material (Describe) ____________

____ Audio Visual Material (Describe) ____________

____ Simulations/Demonstrations ____________

____ Other (Equipment, Supplies, Etc.) ____________

Title: Electronic Calculator

Author(s): Pactor   Edition ____   Copyright Date 1976

Publisher: Fearon Pitman Publishing Company   Cost $4.20/3.15

Pages used: ____________

COMMENTS: Content ____________   Organization ____________

Clarity ____________   Readability ____________

Illustrations x   Length 112

Motivational Qualities ____________

Includes: x Student Directions   ____ Quizzes   ____ Teacher Aids

Teacher Comments: ____________

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Irene Schindler

TASK Solve problems using the 10-key electronic calculator, involving the memory function

Phone Number (914) 668-6580

1979-1980 Task # 06-02-02

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
or
x Group Instruction
Handicapped (Describe)
Other (Describe)

INSTRUCTIONAL LEVEL(S):
Introductory
x Basic
Advanced

GRADE:
10
x 11
x 12

ABILITY:
Below Average Performance
x Average Performance
Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Office Machines Course

Author(s): Cornelia, Pasewark, . .

Edition 5

Copyright Date 1979

Publisher: Southwestern

Cost $4.47

Pages used: pp. 35-42

COMMENTS:
Content Excellent
Organization Excellent
Clarity Satisfactory
Readability Appropriate for 11-12
Illustrations Appropriate
Length Appropriate
Motivational Qualities Good variety; realistic problems
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Very good, complete machines course. Spiral back book can be used for 2/3 years if answers are put on separate answer sheets or tapes are collected.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the 10-key electronic calculator, involving the memory function

Phone Number (716) 483-4384

1979-1980 Task # 06-06-02

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
x Other Printed Material (Describe) Pre-Post Tests
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark

Edition ____ Copyright Date ____

Publisher: Southwestern

Cost $5.16/$3.87

Pages used: ____

COMMENTS: Content ____ Organization ____
Clarity ____ Readability ____
Illustrations ____ Length 30 Jobs
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the 10-key electronic calculator. involving the memory function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-02

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction ___ Handicapped (Describe) ___

___ Group Instruction ___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
___ Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook x Workbook ___ Other Printed Material (Describe) Pre-Post tests

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: Electronic and Mechanical Printing Calculator Course

Author(s): Pasewark Edition ___ Copyright Date ___

Publisher: Southwestern Cost $5.16/3.87

Pages used: ___

COMMENTS: Content ___ Organization ___

Clarity ___ Readability ___

Illustrations ___ Length 30 jobs

Motivational Qualities ___

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Adding & Calculating Machines
MODULE Calculating Machines
Instructor Irene Schindler
TASK Solve problems using the ten-key electronic calculator, involving the memory function
Phone Number (914) 668-6580
1979-1980 Task # 06-02-02
ISSOE Region 3S
1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
or
x Group Instruction
____ Handicapped (Describe) ____
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	x 12	____ Above Average Performance

MATERIALS USED:

x Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) Testing material has pretest on arithmatic fundamentals and a final test for each calculating machine covered
____ Simulations/Demonstrations
____ Other (Equipment, Supplies, Etc.)

Title: How to Use Adding and Calculating Machines
Author(s): Walker, Roach, Hanna
Edition 4
Copyright Date 1979
Publisher: Gregg/McGraw Hill
Cost $8.56
Pages used: 18-123

COMMENTS:
Content Complete
Organization Good
Clarity Good
Readability Appropriate for average11-12
Illustrations Satisfactory
Length Satisfactory
Motivational Qualities Timed progress check-good motivational device
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines
Instructor Jean Bobo

TASK Solve problems w/ 10-key electronic calculator, involving constant function
Phone Number (716) 483-4384

1979-1980 Task # 06-02-03
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
x Other Printed Material (Describe) Pre-POst Tests
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Electronic and Mechanical Printing Calculator Course
Author(s): Pasewark
Edition ____
Copyright Date ____
Publisher: Southwestern
Cost $5.16/3.87
Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length 30 jobs.
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines
Instructor Jean Bobo

TASK Solve problems with the 10-key electronic calculator involving the constant function
Phone Number (716) 483-4384

1979-1980 Task # 06-02-03
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12

ABILITY:
____ Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
x Other Printed Material (Describe) Pre-Post Tests achievement tests
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Electronic Display Calculator Course
Author(s): Pasewark
Edition ____
Copyright Date ____
Publisher: Southwestern
Cost $5.16/3.87
Pages used: ____

COMMENTS: Content ____ Organization ____
Clarity ____ Readability ____
Illustrations ____ Length ____
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems with the 10-key electronic calculator involving the constant function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-03

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12

ABILITY:
____ Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Solving Business Problems on the Electronic Calculator

Author(s): James Meehan and Allan Doerr

Edition 3rd

Copyright Date 1967

Publisher: Gregg/McGraw Hill

Cost $7.44/5.58

Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length 256 Pages
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems with the 10-key electronic calculator involving the constant function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-03

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe)

____ Group Instruction

____ Other (Describe)

INSTRUCTIONAL LEVEL(S):

____ Introductory

____ Basic

____ Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____ Below Average Performance

____ Average Performance

____ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

____ Other Printed Material (Describe)

____ Audio Visual Material (Describe)

____ Simulations/Demonstrations

____ Other (Equipment, Supplies, Etc.)

Title: Electronic Calculator

Author(s): Pactor

Edition

Copyright Date 1976

Publisher: Fearon Pitman Publishing Company

Cost $4.20/3.15

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length 112 pages

Motivational Qualities

Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Jamestown High School

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Jean Bobo

TASK Solve problems using the 10-key electronic calculator involving constant function

Phone Number (716) 483-4384

1979-1980 Task # 06-02-03

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe)

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	Below Average Performance
Basic	11	Average Performance
Advanced	12	Above Average Performance

MATERIALS USED:

x Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna

Edition 4th

Copyright Date 1979

Publisher: Gregg - McGraw Hill

Cost $8.56/6.42

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length 224 Pages

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Adding & Calculating Machines

MODULE Calculating Machines

Instructor Irene Schindler

TASK Solve problems using the ten-key electronic calculator, involving the constant function

Phone Number (914) 668-6580

1979-1980 Task # 06-02-03

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	x 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: How to Use Adding and Calculating Machines

Author(s): Walker, Roach, Hanna

Edition 4

Copyright Date 1979

Publisher: Gregg/McGraw Hill

Cost $8.56

Pages used: 31-39

COMMENTS:

Content Good

Organization Satisfactory

Clarity Good

Readability Appropriate

Illustrations Good

Length Satisfactory

Motivational Qualities Timed progress checks are popular motivators

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt.Vernon H.S.

UNIT Adding & Calculating Machines

MODULE Calculating Machines

[illegible] Irene Schindler

TASK Solve problems using the ten-key electronic calculator, involving the constant function

[illegible]hone Number (914) 668-6580

1979-1980 Task # 06-02-03

ISSOE Region 3S

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

x Individual Instruction
___ Handicapped (Describe) ___
x Group Instruction
___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	x 12	___ Above Average Performance

MATERIALS USED:

x Textbook
___ Workbook
___ Other Printed Material (Describe) ___
___ Audio Visual Material (Describe) ___
___ Simulations/Demonstrations ___
___ Other (Equipment, Supplies, Etc.) ___

Title: Office Machines Course

Author(s): Cornelia, Pasewark,

Edition 5

Copyright Date 1979

Publisher: Southwestern

Cost $4.47

Pages used: 17-20 & 55-56

COMMENTS:

Content Excellent

Organization Excellent

Clarity Excellent

Readability Appropriate for 11-12

Illustrations Appropriate

Length Satisfactory

Motivational Qualities Realistic problems

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial and Recordkeeping Systems

MODULE Petty Cash Fund

Instructor Irene Schindler

TASK Establish a petty cash fund

Phone Number (914) 668-6580

1979-1980 Task # 07-01-01

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe)

x or Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	Below Average Performance
x Basic	x 11	x Average Performance
Advanced	x 12	Above Average Performance

MATERIALS USED:

x Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Secretarial Office Procedures

Author(s): Oliverio and Pasewark

Edition 9

Copyright Date 1978

Publisher: Southwestern

Cost $9.39

Pages used: 557-559

COMMENTS:

Content Brief treatment

Organization Satisfactory

Clarity Satisfactory

Readability appropriate for 11/12

Illustrations Clear/appropriate

Length brief

Motivational Qualities

Includes: x Student Directions

Quizzes

x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial and Recordkeeping Systems	
MODULE Petty cash fund	Instructor Irene Schindler
TASK Establish a petty cash fund	Phone Number (914) 668-6580
1979-1980 Task # 07-01-01	ISSOE Region 3S
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction	Handicapped (Describe)
x Group Instruction	Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	x 10	x Below Average Performance
x Basic	x 11	x Average Performance
Advanced	12	Above Average Performance

MATERIALS USED:

x Textbook Workbook Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Practical Recordkeeping Course I (Not available until winter of 1981

Author(s): Baron, Steinfeld, Schultheis Edition 5 Copyright Date 1979

Publisher: Southwestern Cost $9.60

Pages used:

COMMENTS:	
Content	Organization
Clarity	Readability
Illustrations	Length

Motivational Qualities

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Petty cash fund
TASK Maintain & operate a petty cash fund
1979-1980 Task # 07-01-02
1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.
Instructor Irene Schindler
Phone Number (914) 668-6580
ISSOE Region 3S
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
x Group Instruction
____ Handicapped (Describe) ____
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory
x Basic
____ Advanced

GRADE:

x 10
x 11
____ 12

ABILITY:

____ Below Average Performance
x Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Accounting 10/12
Author(s): Weaver, Hanna, Freeman, Browser, Smiley Edition 3 Copyright Date 1977
Publisher: Gregg/McGraw Hill Cost $9.57
Pages used: 145-148

COMMENTS:
Content Clear/complete
Organization Good
Clarity good examples including flow chart of petty cash system
Readability ____
Illustrations ____
Length ____
Motivational Qualities ____
Includes: x Student Directions ____ Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Petty cash fund	Instructor Irene Schindler
TASK Maintain & operate a petty cash fund	Phone Number (914) 668-6580
1979-1980 Task # 07-01-02	ISSOE Region 3S
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction   ___ Handicapped (Describe) ___

x Group Instruction   ___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	x Below Average Performance
x Basic	x 11	& x Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook   x Workbook   ___ Other Printed Material (Describe) ___

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: General Recordkeeping

Author(s): Huffman and Stewart   Edition 7   Copyright Date 1976

Publisher: Gregg/McGraw Hill   Cost $9.57

Pages used: pp. 200-208

COMMENTS: Content Very good   Organization Good

Clarity Good   Readability Appropriate for 10-11

Illustrations Numerous/Appropriate   Length ___

Motivational Qualities ___

Includes: x Student Directions   x Quizzes   x Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Petty cash fund

Instructor Irene Schindler

TASK Replenish the petty cash fund

Phone Number (914) 668-6580

1979-1980 Task # 07-01-03

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	x 10	Below Average Performance
x Basic	x 11	x Average Performance
Advanced	12	Above Average Performance

MATERIALS USED:

x Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Modern Bookkeeping and Accounting

Author(s): Morris,Miller and Janis

Edition 2

Copyright Date 1973

Publisher: Fearon-Pitman

Cost $8.97

Pages used: 457-471

COMMENTS:

Content Complete

Organization Very good

Clarity Good

Readability Appropriate for grade level

Illustrations Numerous/in color

Length Good

Motivational Qualities Attractive; plenty of activities;

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address BOCES South Center
UNIT Financial & Recordkeeping Systems	Box 424B Windfall Road Olean, NY 14760
MODULE Payroll Procedures	Instructor Shortencarier
TASK Determine Gross Earnings	Phone Number
1979-1980 Task # 07-02-01	ISSOE Region 13
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction ___ Handicapped (Describe)

x Group Instruction ___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	x 12	___ Above Average Performance

MATERIALS USED:

X Textbook x Workbook x Other Printed Material (Describe)

___ Audio Visual Material (Describe)

x Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard

___ Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting

Author(s): Boynton, Swanson, Ross, Hanson Edition 2nd Copyright Date 1977

Publisher: Southwestern Cost $10.17

Workbook cost$ 5.46

Pages used: 379-418

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: *Clerical Payroll Procedures (text/workbook), 8th ed., 1979, published by Southwestern at $3.24 is probably the best simulation.*

Village Garden Center Pegboard Payroll System (simulation) by Southwestern at $5.73 is another good one.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
Instructor Irene Schindler
TASK Determine gross earnings
Phone Number (914) 668-6580
1979-1980 Task # 07-02-01
ISSOE Region 3S
1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Applied Business Mathematics
Author(s): Fairbanks and Schulthesis
Edition ____
Copyright Date 1980
Publisher: Southwestern
Cost $9.54
Pages used: 369-373

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Appropriate
Illustrations Numerous/in color
Length Satisfactory
Motivational Qualities Plenty of student activities
Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Determine gross earnings	Phone Number (914) 668-6580
1979-1980 Task # 07-02-01	ISSOE Region 3S
1980-1981 Task # ______	V-TECS Number ______

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ______

____ Group Instruction ____ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	____ Below Average Performance
x Basic	____ 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ______

____ Audio Visual Material (Describe) ______

____ Simulations/Demonstrations ______

____ Other (Equipment, Supplies, Etc.) ______

Title: Business Mathematics

Author(s): Rosenberg, Lewis, Poe Edition 8 Copyright Date 1975

Publisher: Gregg/McGraw Hill Cost $9.24

Pages used: 163-192

COMMENTS: Content Good Organization Satisfactory

Clarity Good Readability Appropriate for 10th grade

Illustrations Not as many as some texts. Length Satisfactory

Motivational Qualities ______

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

Instructor Irene Schindler

TASK Determine gross pay

Phone Number (914) 668-6580

1979-1980 Task # 07-02-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
x Basic
____ Advanced

GRADE:
x 10
____ 11
____ 12

ABILITY:
x Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
Text-Workbook Combination
x Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Business Mathematics for the Consumer

Author(s): Guthrie, Selden, and Kamer

Edition 2nd

Copyright Date 1975

Publisher: Fearon-Pitman

Cost $5.22

Pages used: 237-244

COMMENTS:
Content Adequate
Organization Satisfactory
Clarity Good
Readability Appropriate for slower learner
Illustrations Few
Length Satisfactory
Motivational Qualities Not very attractive; but utilitarian
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Consumable book with every class

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address BOCES South Center
Box 424B Windfall Rd. Olean, NY

UNIT Financial & Recordkeeping Systems

MODULE Payroll Procedures

Instructor Weatherbee/Shortencarier

TASK Make deductions for fringe benefits to get gross pay

Phone Number ___

1979-1980 Task # 07-02-02

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

x Individual Instruction
___ Handicapped (Describe) ___
x Group Instruction
___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	x 12	___ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
x Other Printed Material (Describe) ___
___ Audio Visual Material (Describe) ___
x Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard
___ Other (Equipment, Supplies, Etc.) ___

Title: Century 21 Accounting

Author(s): Boynton, Swanson, Ross, Hanson

Edition 2nd

Copyright Date 1977

Publisher: Southwestern

Cost $10.17

Workbook Cost $ 5.46

Pages used: 379-418

COMMENTS:
Content ___
Organization ___
Clarity ___
Readability ___
Illustrations ___
Length ___
Motivational Qualities ___
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: * Clerical Payroll Procedures (text/workbook), 8th ed., 1979, published by Southwestern at $3.42 is probably the best simulation.* Village Garden Center Pegboard Payroll System (simulation) by Southwestern at $5.73 is another good one.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

TASK Make deductions for fringe benefits to get net pay

1979-1980 Task # 07-02-02

1980-1981 Task # ______

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ______

MATERIALS BEST SUITED FOR:

___ Individual Instruction

x Group Instruction

___ Handicapped (Describe) ______

___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):

___ Introductory

x Basic

___ Advanced

GRADE:

x 10

x 11

___ 12

ABILITY:

___ Below Average Performance

x Average Performance

___ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

___ Other Printed Material (Describe) ______

___ Audio Visual Material (Describe) ______

___ Simulations/Demonstrations ______

___ Other (Equipment, Supplies, Etc.) ______

Title: Business Mathematics

Author(s): Rosenberg, Lewis, Poe

Edition 8

Copyright Date 1975

Publisher: Gregg/McGraw Hill

Cost Textbook:$9.24 ~~Workbook:$3.84~~

Pages used: 57-69

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Good for 10-11

Illustrations Satisfactory

Length Appropriate

Motivational Qualities Lots of reinforcement

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

Instructor Irene Schindler

TASK Make deductions for fringe benefits to get net pay

Phone Number (914) 668-6580

1979-1980 Task # 07-02-02

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

☐ Individual Instruction
☒ Group Instruction
☐ Handicapped (Describe)
☐ Other (Describe)

INSTRUCTIONAL LEVEL(S):

☐ Introductory
☒ Basic
☐ Advanced

GRADE:

☒ 10
☒ 11
☐ 12

ABILITY:

☐ Below Average Performance
☒ Average Performance
☐ Above Average Performance

MATERIALS USED:

☒ Textbook
☐ Workbook
☐ Other Printed Material (Describe)
☐ Audio Visual Material (Describe)
☐ Simulations/Demonstrations
☐ Other (Equipment, Supplies, Etc.)

Title: Applied Business Mathematics

Author(s): Fairbanks and Schulthesis

Edition 11th

Copyright Date 1980

Publisher: Southwestern

Cost $9.54

Pages used: 369-373

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Appropriate for 10-11

Illustrations Numerous/in color

Length Satisfactory

Motivational Qualities

Includes: ☒ Student Directions ☐ Quizzes ☐ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
Instructor Irene Schindler
TASK Make deductions for fringe benefits to get net pay
Phone Number (914) 668-6580
1979-1980 Task # 07-02-02
ISSOE Region 3S
1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x or Group Instruction
___ Handicapped (Describe)
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	x Below Average Performance
x Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook
x Text-Workbook Combination Workbook
___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
___ Simulations/Demonstrations
___ Other (Equipment, Supplies, Etc.)

Title: Business Mathematics for the Consumer
Author(s): Guthrie, Selden, Kamer
Edition 2nd
Copyright Date 1975
Publisher: Fearon-Pitman
Cost $5.22
Pages used: 237-238

COMMENTS:
Content Brief
Organization Satisfactory
Clarity OK
Readability Approp. for 10th
Illustrations Satisfactory
Length Brief treatment
Motivational Qualities None obvious
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: Consumable text-workbook combination

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Payroll Procedures

TASK Issue paychecks

1979-1980 Task # 07-02-03

1980-1981 Task # ______

School Name and Address BOCES South Center
Box 424B Windfall Road Olean, NY 14760

Instructor Shortencarier

Phone Number ______

ISSOE Region 13

V-TECS Number ______

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Group Instruction
___ Handicapped (Describe) ______
___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):
___ Introductory
x Basic
___ Advanced

GRADE:
___ 10
x 11
x 12

ABILITY:
___ Below Average Performance
x Average Performance
___ Above Average Performance

MATERIALS USED:

X Textbook   x Workbook   x Other Printed Material (Describe) ______
___ Audio Visual Material (Describe) ______
x Simulations/Demonstrations Clerical Payroll Procedures/Village Garden Center Pegboard
___ Other (Equipment, Supplies, Etc.) ______

Title: Century 21 Accounting
Author(s): Boynton, Swanson, Ross, Hanson   Edition 2nd   Copyright Date 1977
Publisher: Southwestern   Cost $10.17
WorkbookCost$ 5.46
Pages used: 379-418

COMMENTS:
Content ______   Organization ______
Clarity ______   Readability ______
Illustrations ______   Length ______
Motivational Qualities ______
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: *Clerical Payroll Procedures (tex/workbook), 8th ed., 1979, published by Southwestern at $3.42 is probably the best simulation.*

Village Garden Center Pegboard Payroll System (simulation) by Southwestern at $5.73 is another good one.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures
Instructor Irene Schindler

TASK Post to payroll register and employee earnings record
Phone Number (914) 668-6580

1979-1980 Task # 07-02-03
ISSOE Region 3S

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Business Mathematics
Author(s): Rosenberg, Lewis, Poe
Edition 8
Copyright Date 1975
Publisher: Gregg/ McGraw Hill
Cost Textbook: $9.24 Workbook: $3.84
Pages used: 65-69

COMMENTS: Content Good
Organization Good
Clarity Good
Readability Appropriate for 10-11
Illustrations Satisfactory
Length Satisfactory
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
Instructor Irene Schindler
TASK Post to payroll register and employee earnings record
Phone Number (914) 668-6580
1979-1980 Task # 07-02-03
ISSOE Region 3S
1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory
x Basic
____ Advanced

GRADE:

x 10
x 11
x 12

ABILITY:

____ Below Average Performance
x Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Applied Business Mathematics
Author(s): Fairbanks and Schulthesis
Edition 11th
Copyright Date 1980
Publisher: Southwestern
Cost $9.54
Pages used: 369-373

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Appropriate for 10-11
Illustrations Numerous/ in color
Length Satisfactory
Motivational Qualities Plenty of student activities
Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Payroll procedures
Instructor Irene Schindler
TASK Post to payroll register and employee earnings record
Phone Number (914) 668-6580
1979-1980 Task # 07-02-03
ISSOE Region 3S
1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
____ Handicapped (Describe) ____
x or Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	x Below Average Performance
x Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook
Text-workbook combination
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ ulations/Demonstrations ____
____ er (Equipment, Supplies, Etc.) ____

Title: Business Mathematics for the Consumer
Author(s): Guthrie, Seldon, Kamer
Edition 2nd
Copyright Date 1975
Publisher: Fearon-Pitman
Cost $5.22
Pages used: 237-238

COMMENTS:
Content Brief treatment of payroll
Organization Fair
Clarity Satisfactory
Readability Satisfactory
Illustrations Few/dull
Length Brief treatment of topics
Motivational Qualities None that are abvious
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Consumable text-workbook

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures
Instructor Irene Schindler

TASK Issue paychecks
Phone Number (914) 668-6580

1979-1980 Task # 07-02-04
ISSOE Region 3S

1980-1981 Task # ______
V-TECS Number ______

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe) ______
x Group Instruction
___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook
___ Workbook
___ Other Printed Material (Describe) ______
___ Audio Visual Material (Describe) ______
___ Simulations/Demonstrations ______
___ Other (Equipment, Supplies, Etc.) ______

Title: Applied Business Mathematics
Author(s): Fairbanks and Schulthesis
Edition 11th
Copyright Date 1980
Publisher: Southwestern
Cost $9.54
Pages used: 369-373

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Appropriate for 10-11
Illustrations Numerous/in color
Length Satisfactory
Motivational Qualities Plenty of practice situations
Includes: x Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Payroll procedures

Instructor Irene Schindler

TASK Issue paychecks

Phone Number (914) 668-6580

1979-1980 Task # 07-02-04

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction

Handicapped (Describe)

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	x 10	Below Average Performance
x Basic	x 11	x Average Performance
Advanced	12	Above Average Performance

MATERIALS USED:

x Textbook   x Workbook   Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Business Mathematics

Author(s): Rosenberg, Lewis, Poe   Edition 8   Copyright Date 1975

Publisher: Gregg/McGraw Hill   Cost Text: $9.24
Workbook: $3.84

Pages used: pp. 57-69

COMMENTS: Content Good   Organization Good

Clarity Good   Readability Good for 10-11

Illustrations Satisfactory   Length Appropriate

Motivational Qualities Lost of reinforcement

Includes: x Student Directions   x Quizzes   x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems	
MODULE Payroll procedures	Instructor Irene Schindler
TASK Issue paychecks	Phone Number (914) 668-6580
1979-1980 Task # 07-02-04	ISSOE Region 3S
1980-1981 Task # ____	V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

____ Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Business Mathematics for the Consumer

Author(s): Guthrie, Selden, Kamer Edition 2nd Copyright Date 1975

Publisher: Fearon-Pitman Cost $5.22

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: There is some coverage of payroll procedures for withholding taxes, social security, etc...but I don't see anything on actural issuing of paychecks.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

Instructor Irene Schindler

TASK Maintain checking account records

Phone Number (914) 668-6580

1979-1980 Task # 07-03-01

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe)
x Group Instruction
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	___ Below Average Performance
x Basic	x 11	x Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
___ Simulations/Demonstrations
___ Other (Equipment, Supplies, Etc.)

Title: Business Mathematics

Author(s): Rosenberg, Lewis, Poe

Edition 8

Copyright Date 1975

Publisher: Gregg/McGraw Hill

Cost Textbook: $9.2

Workbook: $3.84

Pages used: 79-83

COMMENTS:

Content Good

Organization Good

Clarity Good

Readability Appropriate for 10-11

Illustrations Satisfactory

Length Satisfactory

Motivational Qualities:

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Maintain Checking Account Records

Phone Number (716) 437-2217

1979-1980 Task # 07-03-01

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction

X Group Instruction

___ Handicapped (Describe) ___

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):

X Introductory

X Basic

___ Advanced

GRADE:

X 10

X 11

or X 12

ABILITY:

X Below Average Performance

X Average Performance

___ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook (In Press)

___ Other Printed Material (Describe) Tests available (In Press)

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: Practical Recordkeeping Course I

Author(s): Baron, Steinfeld, Schulthers

Edition 5th

Copyright Date ___

Publisher: Southwestern

Cost $9.60 (1981 price)

Pages used: ___

COMMENTS:

Content ___

Organization ___

Clarity ___

Readability ___

Illustrations ___

Length ___

Motivational Qualities ___

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Maintain Checking Account Record

1979-1980 Task # 07-03-01

1980-1981 Task # ____

School Name and Address Rushford Central School

Instructor Jane Hill

Phone Number (716) 437-2217

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

X Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

X Introductory

X Basic

____ Advanced

or

GRADE:

X 10

X 11

X 12

ABILITY:

X Below Average Performance

X Average Performance

____ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook

____ Other Printed Material (Describe) Source Book and Tests

____ Audio Visual Material (Describe) Transparencies available

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping

Author(s): Huffman & Stewart

Edition 7th 8th Edition

Copyright Date 1976 1981

Publisher: Gregg

Cost $10.47 text (tent.)

Pages used: 544

COMMENTS:

Content ____

Organization Easy-to-follow format

Clarity ____

Readability ____

Illustrations Large-sized

Length ____

Motivational Qualities ____

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Maintain Checking Account Records

Phone Number (716) 437-2217

1979-1980 Task # 07-03-01

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

X Individual Instruction

___ Handicapped (Describe) ___

___ Group Instruction

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):

X Introductory

X Basic

___ Advanced

GRADE:

X 10

X 11

or X 12

ABILITY:

___ Below Average Performance

X Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe) ___

___ Audio Visual Material (Describe) ___

X Simulations/Demonstrations

___ Other (Equipment, Supplies, Etc.) ___

Title: Security First Bank, A Banking Customer Simulation

Author(s): Sargent & Ward Edition ___ Copyright Date 1980

Publisher: Southwestern Cost $3.96 (1981)

Pages used: 60 pp.

COMMENTS: Content ___ Organization ___

Clarity ___ Readability ___

Illustrations plenty Length ___

Motivational Qualities ___

Includes: X Student Directions ___ Quizzes X Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures
Instructor Jane Hill

TASK Maintain Checking Account Records
Phone Number (716) 437-2217

1979-1980 Task # 07-03-01
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
X Introductory
X Basic
____ Advanced

GRADE:
X 10
or X 11
X 12

ABILITY:
X Below Average Performance
X Average Performance
____ Above Average Performance

MATERIALS USED:

____ Textbook
X Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Recordkeeping Practice Set
Author(s): Baggett
Edition 5th
Copyright Date In Press
Publisher: Southwestern
Cost ____
Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length ____
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures
Instructor Jane Hill

TASK Maintain Checking Account Records
Phone Number (716) 437-2217

1979-1980 Task # 07-03-01
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe) ____
X Group Instruction
___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	___ 10	X Below Average Performance
___ Basic	___ 11	or X Average Performance
___ Advanced	___ 12	___ Above Average Performance
	X 9	

MATERIALS USED:

___ Textbook
___ Workbook
___ Other Printed Material (Describe) ____
X Audio Visual Material (Describe) film 22 minutes
___ Simulations/Demonstrations ____
___ Other (Equipment, Supplies, Etc.) ____

Title: Consumer Economics: Banking
Author(s): Churchill Films
Edition ____
Copyright Date ____
Publisher: Allegany Co. BOCES catalog # 394
Cost ____
Pages used: ____

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length 22 min.
Motivational Qualities ____
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: Humorous - Presented more on a junior high level - grades 7-9 (possibly 10th grade).

ISSOE MATERIALS REPORTING FORM

COURSE Business Office — School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures — Instructor Jane Hill

TASK Maintain Checking Account Records — Phone Number (716) 437-2217

1979-1980 Task # 07-03-01 — ISSOE Region 13

1980-1981 Task #____ — V-TECS Number____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe)____

X Group Instruction ____ Other (Describe)____

INSTRUCTIONAL LEVEL(S):

X Introductory

____ Basic

____ Advanced

GRADE:

X 10

____ 11

____ 12

ABILITY:

X Below Average Performance

X Average Performance

____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe)____

X Audio Visual Material (Describe) film, 15 minutes

____ Simulations/Demonstrations____

____ Other (Equipment, Supplies, Etc.)____

Title: Banks: The Money Movers

Author(s): BFA Educational Media — Edition____ Copyright Date____

Publisher: (Allegany Co. BOCES catalog # 1179) — Cost____

Pages used:____

COMMENTS: Content____ Organization____

Clarity____ Readability____

Illustrations____ Length 15 min.

Motivational Qualities____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Humorous. Contemporary satire on Dicken's character, Scrooge.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Maintain Checking Account Records

Phone Number (716) 437-2217

1979-1980 Task # 07-03-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

X Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
X Advanced	X 12	X Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

X Simulations/Demonstrations field trip and/or resource person

____ Other (Equipment, Supplies, Etc.) ____

Title: ____

Author(s): Contact local commercial bank Edition ____ Copyright Date ____

Publisher: ____ Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Maintain Checking Account Records

Phone Number (716) 437-2217

1979-1980 Task # 07-03-01

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe) ___
X Group Instruction
___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
X Advanced	X 12	X Above Average Performance

MATERIALS USED:

___ Textbook
___ Workbook
___ Other Printed Material (Describe) ___
___ Audio Visual Material (Describe) ___
___ Simulations/Demonstrations ___
X Other (Equipment, Supplies, Etc.) Bulletin board display of different checking account records, a bank statement, and a reconciliation that has been completed

Title: ___

Author(s): ___ Edition ___ Copyright Date ___

Publisher: ___ Cost ___

Pages used: ___

COMMENTS: Content ___ Organization ___
Clarity ___ Readability ___
Illustrations ___ Length ___
Motivational Qualities ___
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Remy Orffeo

TASK Maintain Checking Account Records

Phone Number (716) 492-4600

1979-1980 Task # 07-03-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
x Introductory
____ Basic
____ Advanced

GRADE:
x 10
____ 11
____ 12

ABILITY:
x Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook

____ Workbook

x Other Printed Material (Describe) worksheets

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Applied Business Mathematics

Author(s): Fairbank, Schultheis, Piper

Edition 10th

Copyright Date ____

Publisher: Southwestern

Cost 12.95

Pages used: Unit 1

COMMENTS:

Content Good

Organization poor in some aspects

Clarity Good

Readability Good

Illustrations ____

Length ____

Motivational Qualities ____

Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Use - Identify parts of checks, stub reconciliation of bank statement

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
UNIT Financial & Recordkeeping Systems
MODULE Banking procedures
TASK Maintain checking account records
1979-1980 Task # 07-03-01
1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.
Instructor Irene Schindler
Phone Number (914) 668-6580
ISSOE Region 3S
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
x Group Instruction
____ Handicapped (Describe) ____
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
x Basic
____ Advanced

GRADE:
x 10
x 11
____ 12

ABILITY:
x Below Average Performance
and x Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping
Author(s): Huffman and Stewart
Edition 7
Copyright Date 1976
Publisher: Gregg/McGraw Hill
Cost $9.57
Pages used: pp. 75-81

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Appropriate for 10-11
Illustrations Adequate/Approriate
Length Covers topic adequately
Motivational Qualities ____
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

TASK Maintain checking account records

1979-1980 Task # 07-03-01

1980-1981 Task # ___

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction

x Group Instruction

___ Handicapped (Describe) ___

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):

___ Introductory

x Basic

___ Advanced

GRADE:

9 and 10

___ 11

___ 12

ABILITY:

___ Below Average Performance

x Average Performance

___ Above Average Performance

MATERIALS USED:

x Textbook ___ Workbook ___ Other Printed Material (Describe) ___

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: General Business for Today's World

Author(s): Conover, Wakin, Zimmerman Edition ___ Copyright Date 1977

Publisher: Allyn and Bacon Cost ___

Pages used: pp. 243-264

COMMENTS: Content Complete/Interesting Organization Logical Steps

Clarity Very Good Readability Appropriate for 9-10

Illustrations Numerous/Appropriate Length Covers topic adequately

Motivational Qualities Attractive/Easy to follow/plenty of activities

Includes: x Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

Instructor Irene Schindler

TASK Maintain checking account records

Phone Number (914) 668-6580

1979-1980 Task # 07-03-01

ISSOE Region 3S

1980-1981 Task # ______

V-TECS Number ______

MATERIALS BEST SUITED FOR:

x Individual Instruction

or x Group Instruction

___ Handicapped (Describe) ______

___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	x Below Average Performance
x Basic	___ 11	___ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

x Textbook   x Workbook (Text-workbook combination)   ___ Other Printed Material (Describe) ______

___ Audio Visual Material (Describe) ______

___ Simulations/Demonstrations ______

___ Other (Equipment, Supplies, Etc.) ______

Title: Business Mathematics for the Consumer

Author(s): Guthrie, Selden, Kamer

Edition 2nd

Copyright Date ______

Publisher: Fearon-Pitman

Cost $5.22

Pages used: 169-170

COMMENTS:

Content Fair

Organization Satisfactory

Clarity Fair

Readability Satisfactory for grade 9-10

Illustrations Few

Length Sparse for this particular task

Motivational Qualities none in particular

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: Consumable book

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Remy Orffeo

TASK Reconcile a bank statement

Phone Number (716) 492-4600

1979-1980 Task # 07-03-02

ISSOE Region 13

1980-1981 Task #____

V-TECS Number____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe)____
x Group Instruction
____ Other (Describe)____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	x 10	x Below Average Performance
____ Basic	____ 11	____ Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

X Textbook
____ Workbook
x Other Printed Material (Describe) worksheets
____ Audio Visual Material (Describe)____
____ Simulations/Demonstrations____
____ Other (Equipment, Supplies, Etc.)____

Title: Applied Business Mathematics

Author(s): Fairbank, Schulthers, Piper

Edition 10th Copyright Date____

Publisher: Southwestern

Cost $12.95

Pages used: Unit 1

COMMENTS:
Content Good
Organization poor in some aspects
Clarity Good
Readability Good
Illustrations____
Length____
Motivational Qualities____
Includes: x Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments:____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

Instructor Irene Schindler

TASK Reconcile a bank statement

Phone Number (914) 668-6580

1979-1980 Task # 07-03-02

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	x Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstration ____
____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping

Author(s): Huffman and Stewart

Edition 7

Copyright Date 1976

Publisher: Gregg/McGraw Hill

Cost $9.57

Pages used: ____

COMMENTS:

Content Complete

Organization Logical

Clarity Excellent

Readability Appropriate for 10-11

Illustrations Numerous/appropriate

Length Brief

Motivational Qualities Sense of satisfaction when statement balances

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.
UNIT Financial & Recordkeeping Systems
MODULE Banking procedures
Instructor Irene Schindler
TASK Reconcile a bank statement
Phone Number (914) 668-6580
1979-1980 Task # 07-03-02
ISSOE Region 3S
1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
x Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory
x Basic
____ Advanced

GRADE:

x 10
x 11
____ 12

ABILITY:

x Below Average Performance
x Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping
Author(s): Huffman and Stewart
Edition 7
Copyright Date 1976
Publisher: Gregg-McGraw Hill
Cost $9.57
Pages used: pp. 83-88

COMMENTS:
Content Complete
Organization Logical
Clarity Excellent
Readability Appropriate for 10-11
Illustrations Numerous/Appropriate
Length Brief
Motivational Qualities Sense of satisfaction when statement balances
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Banking procedures

Instructor Irene Schindler

TASK Reconcile a bank statement

Phone Number (914) 668-6580

1979-1980 Task # 07-03-02

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	x Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Practical Recordkeeping Not available yet---supposed to be off the press ready for fall of 1981

Author(s): Baron, Steinfeld, Schulthesis

Edition ____

Copyright Date 1980

Publisher: Southwestern

Cost ____

Pages used: ____

COMMENTS: Content ____

Organization ____

Clarity ____

Readability ____

Illustrations ____

Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Reconcile a bank statement

Phone Number (716) 437-2217

1979-1980 Task # 07-03-02

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction

___ Handicapped (Describe) ___

X Group Instruction

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
___ Advanced	X 12	___ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook In Press

___ Other Printed Material (Describe) Tests available Spring 1981

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: Practical Record Keeping Course I

Author(s): Baron, Steinfeld, Shultheis

Edition 5th

Copyright Date ___

Publisher: Southwestern

Cost $9.60 (1981 catalog)

Pages used: ___

COMMENTS: Content ___ Organization ___

Clarity ___ Readability ___

Illustrations ___ Length ___

Motivational Qualities ___

Includes: ___ Student Directions X Quizzes ___ Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Reconcile a bank statement

1979-1980 Task # 07-03-02

1980-1981 Task # ____

School Name and Address Rushford Central School

Instructor Jane Hill

Phone Number (716) 437-2217

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

☐ Individual Instruction
☒ Group Instruction
☐ Handicapped (Describe) ____
☐ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

☒ Introductory
☒ Basic
☐ Advanced

GRADE:

☒ 10
☒ 11
☒ 12

ABILITY:

☒ Below Average Performance
☒ Average Performance
☐ Above Average Performance

MATERIALS USED:

☒ Textbook
☒ Workbook
☐ Other Printed Material (Describe) Source book and tests
☐ Audio Visual Material (Describe) Transparencies available
☐ Simulations/Demonstrations ____
☐ Other (Equipment, Supplies, Etc.) ____

Title: General Record Keeping 8th Ed. 1981

Author(s): Huffman & Stewart Edition 7th Copyright Date 1976

Publisher: Gregg Cost $10.47 text (tent.)

Pages used: 544

COMMENTS:

Content ____
Organization Easy-to-follow
Clarity ____
Readability ____
Illustrations Plenty, large
Length ____
Motivational Qualities ____
Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Reconcile a bank statement

1979-1980 Task # 07-03-02

1980-1981 Task # ___

School Name and Address Rushford Central School

Instructor Jane Hill

Phone Number (716) 437-2217

ISSOE Region 13

V-TECS Number ___

MATERIALS BEST SUITED FOR:

X Individual Instruction

___ Group Instruction

___ Handicapped (Describe) ___

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):

X Introductory

X Basic

___ Advanced

GRADE:

X 10

X 11

X 12

ABILITY:

___ Below Average Performance

X Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe) ___

___ Audio Visual Material (Describe) ___

X Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: Security First Bank, A Banking Customer Simulation

Author(s): Sargent & Ward Edition ___ Copyright Date 1980

Publisher: Southwestern Cost $3.96 (1981)

Pages used: 60 pp.

COMMENTS: Content ___ Organization ___

Clarity ___ Readability ___

Illustrations Plenty Length ___

Motivational Qualities ___

Includes: X Student Directions ___ Quizzes X Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Reconcile a bank statement

Phone Number (716) 437-2217

1979-1980 Task # 07-03-02

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

____ Handicapped (Describe) ____

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	____ Below Average Performance
X Basic	X 11	X Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

____ Textbook X Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Clerical Record Keeping Practice Set

Author(s): Baggett

Edition 5th

Copyright Date ____

Publisher: Southwestern

Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Reconcile a bank statement

1979-1980 Task # 07-03-02

1980-1981 Task # ___

School Name and Address Rushford Central School

Instructor Jane Hill

Phone Number (716) 437-2217

ISSOE Region 13

V-TECS Number ___

MATERIALS BEST SUITED FOR:

___ Individual Instruction
X Group Instruction
___ Handicapped (Describe) ___
___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):
X Introductory
___ Basic
___ Advanced

GRADE:
X 10 or 9
___ 11
___ 12

ABILITY:
X Below Average Performance
X Average Performance
___ Above Average Performance

MATERIALS USED:

___ Textbook
___ Workbook
___ Other Printed Material (Describe) ___
X Audio Visual Material (Describe) film, 22 minutes
___ Simulations/Demonstrations ___
___ Other (Equipment, Supplies, Etc.) ___

Title: Consumer Economics: Banking
Author(s): Churchill Films
Edition ___ Copyright Date ___
Publisher: Allegany Co. BOCES
Cost ___
Pages used: catalog #1191

COMMENTS:
Content ___ Organization ___
Clarity ___ Readability ___
Illustrations ___ Length ___
Motivational Qualities ___
Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ___

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Reconcile a bank statement

Phone Number (716) 437-2217

1979-1980 Task # 07-03-02

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):
____ Introductory
____ Basic
____ Advanced

GRADE:
____ 10
____ 11
____ 12

ABILITY:
____ Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

____ Textbook
____ Workbook
____ Other Printed Material (Describe) ____
X Audio Visual Material (Describe) film, 15 minutes
____ Simulations/Demonstrations ____
____ Other (Equipment, Supplies, Etc.) ____

Title: Banks: The Money Movers

Author(s): BFA Educational Media

Edition ____ Copyright Date ____

Publisher: Allegany Co. BOCES

Cost ____

Pages used: catalog #1179

COMMENTS:
Content ____
Organization ____
Clarity ____
Readability ____
Illustrations ____
Length ____
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: Not as applicable to this task as some other tasks in this module.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

TASK Reconcile a bank statement

1979-1980 Task # 07-03-02

1980-1981 Task # ____

School Name and Address Rushford Central School

Instructor Jane Hill

Phone Number (716) 437-2217

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

X Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
X Advanced	X 12	X Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

X Simulations/Demonstrations field trip and/or resource person

____ Other (Equipment, Supplies, Etc.) ____

Title: ____

Author(s): Contact local commercial bank Edition ____ Copyright Date ____

Publisher: ____ Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Banking Procedures

Instructor Jane Hill

TASK Reconcile a bank statement

Phone Number (716) 437-2217

1979-1980 Task # 07-03-02

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe) ____
X Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
X Advanced	X 12	X Above Average Performance

MATERIALS USED:

____ Textbook
____ Workbook
____ Other Printed Material (Describe) ____
____ Audio Visual Material (Describe) ____
____ Simulations/Demonstrations ____
X Other (Equipment, Supplies, Etc.) Bulletin board display of different checking account records, a bank statement, and a reconciliation that has been completed

Title: ____

Author(s): ____ Edition ____ Copyright Date ____

Publisher: ____ Cost ____

Pages used: ____

COMMENTS:
Content ____ Organization ____
Clarity ____ Readability ____
Illustrations ____ Length ____
Motivational Qualities ____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Inventory
Instructor George Pryor

TASK Maintain a perpetual stock inventory
Phone Number (716) 492-4600

1979-1980 Task # 07-04-01
ISSOE Region 13

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction
____ Handicapped (Describe) ____

____ Group Instruction
____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
x Basic	x 11	x Average Performance
x Advanced	x 12	____ Above Average Performance

MATERIALS USED:

____ Textbook
X Workbook
____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Typewriting Office Practice Set

Author(s): ____
Edition 6th
Copyright Date ____

Publisher: Southwestern
Cost ____

Pages used: ____

COMMENTS: Content ____
Organization ____

Clarity ____
Readability ____

Illustrations ____
Length ____

Motivational Qualities ____

Includes: x Student Directions
x Quizzes
x Teacher Aids

Teacher Comments: Use - practical applications

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor George Pryor

TASK Maintain a perpetual stock inventory

Phone Number (716) 492-4600

1979-1980 Task # 07-04-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

x Individual Instruction

____ Handicapped (Describe) ____

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	x 11	x Average Performance
x Advanced	x 12	____ Above Average Performance

MATERIALS USED:

____ Textbook

x Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

X Simulations/Demonstrations include transparencies (T802)

____ Other (Equipment, Supplies, Etc.) ____

Title: LAB Material, Cycle 3&4

Author(s): ____ Edition ____ Copyright Date ____

Publisher: Southwestern

Cost ____

Pages used: ____

COMMENTS:

Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: x Student Directions ____ Quizzes x Teacher Aids

Teacher Comments: Used for demonstration & use of material

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Irene Schindler

TASK Maintain a perpetual stock inventory

Phone Number (914) 668-6580

1979-1980 Task # 07-04-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	x Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook

x Workbook

____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping

Author(s): Huffman and Stewart

Edition 7

Copyright Date 1976

Publisher: Gregg/McGraw Hill

Cost $9.57

Pages used: pp. 485-488

COMMENTS: Content Clear & Complete

Organization Good

Clarity Good

Readability Appropriate for 10-11

Illustrations Appropriate

Length Brief

Motivational Qualities ____

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Inventory
Instructor Irene Schindler

TASK Maintain a perpetual stock inventory
Phone Number (914) 668-6580

1979-1980 Task # 07-04-01
ISSOE Region 3S

1980-1981 Task #____
V-TECS Number____

MATERIALS BEST SUITED FOR:

____ Individual Instruction
____ Handicapped (Describe)____
x Group Instruction
____ Other (Describe)____

INSTRUCTIONAL LEVEL(S):
____ Introductory
x Basic
____ Advanced

GRADE:
x 10
x 11
____ 12

ABILITY:
x Below Average Performance
x Average Performance
____ Above Average Performance

MATERIALS USED:

x Textbook
x Workbook
____ Other Printed Material (Describe)____
____ Audio Visual Material (Describe)____
____ Simulations/Demonstrations____
____ Other (Equipment, Supplies, Etc.)____

Title: General Recordkeeping
Author(s): Huffman and Stewart
Edition 7
Copyright Date 1976
Publisher: Gregg/McGraw Hill
Cost $9.57
Pages used: 251-253

COMMENTS:
Content Good
Organization Good
Clarity Satisfactory
Readability Appropriate to 10-11
Illustrations Numerous/in color
Length Satisfactory
Motivational Qualities____
Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments:____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Inventory

TASK Maintain a perpetual stock inventory

1979-1980 Task # 07-04-01

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region 3S

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)____

____Group Instruction ____Other (Describe)____

INSTRUCTIONAL LEVEL(S):

____Introductory

____Basic

____Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____Below Average Performance

____Average Performance

____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)____

____Audio Visual Material (Describe)____

____Simulations/Demonstrations____

____Other (Equipment, Supplies, Etc.)____

Title: Learning Activity Packet

Author(s):____ Edition____ Copyright Date____

Publisher:____ Cost____

Pages used:____

COMMENTS: Content____ Organization____

Clarity____ Readability____

Illustrations____ Length____

Motivational Qualities____

Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments:____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Irene Schindler

TASK Maintain a perpetual stock inventory

Phone Number (914) 668-6580

1979-1980 Task # 07-04-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

____ Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory
____ Basic
____ Advanced

GRADE:

____ 10
____ 11
____ 12

ABILITY:

____ Below Average Performance
____ Average Performance
____ Above Average Performance

MATERIALS USED:

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Practical Recordkeeping

Author(s): Baron, Steinfeld, Schulthesis Edition ____ Copyright Date 1980

Publisher: Southwestern Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Irene Schindler

TASK Maintain a perpetual stock inventory

Phone Number (914) 668-6580

1979-1980 Task # 07-04-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	x Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED: Text-workbook combination

____ Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Developing Bookkeeping skills

Author(s): Wallace W. Kravitz

Edition 1st

Copyright Date 1978

Publisher: AMSCO School Publications

Cost $5.65

Pages used: 339-351

COMMENTS:

Content Satisfactory

Organization Text-workbook

Clarity Satisfactory

Readability Good for 10-11

Illustrations Numerous/all in black and white

Length ____

Motivational Qualities Not too attractive, but does the job

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Jane Hill

TASK Maintain a perpetual stock inventory

Phone Number (716) 437-2217

1979-1980 Task # 07-04-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

X Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook

____ Other Printed Material (Describe) Source Book and tests

____ Audio Visual Material (Describe) Transparencies available

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: General Recordkeeping

Author(s): Huffman & Stewart

Edition 8th Ed., 7th

Copyright Date 1981 1976

Publisher: Gregg

Cost $10.47

Pages used: 544

COMMENTS:

Content ____

Organization Easy to follow format

Clarity ____

Readability ____

Illustrations Large-sized

Length ____

Motivational Qualities ____

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Jane Hill

TASK Maintain a perpetual stock inventory

Phone Number (716) 437-2217

1979-1980 Task # 07-04-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

__ Individual Instruction

__ Handicapped (Describe) ____

X Group Instruction

__ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
__ Advanced	X 12	__ Above Average Performance

MATERIALS USED:

X Textbook

X Workbook In Press

__ Other Printed Material (Describe) Tests available (in press)

__ Audio Visual Material (Describe) ____

__ Simulations/Demonstrations ____

__ Other (Equipment, Supplies, Etc.) ____

Title: Practical Recordkeeping, Course I

Author(s): Baron, Steinfeld, Schulthesis

Edition 5th

Copyright Date ____

Publisher: Southwestern

Cost $9.60 (1981)

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: X Student Directions X Quizzes X Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Jane Hill

TASK Maintain a perpetual stock inventory

Phone Number (716) 437-2217

1979-1980 Task # 07-04-01

ISSOE Region 13

1980-1981 Task # _____

V-TECS Number _____

MATERIALS BEST SUITED FOR:

____ Individual Instruction   ____ Handicapped (Describe) _____

____ Group Instruction   ____ Other (Describe) _____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	____ Below Average Performance
X Basic	X 11	X Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

____ Textbook   ____ Workbook   X Other Printed Material (Describe) practice set

____ Audio Visual Material (Describe) _____

____ Simulations/Demonstrations _____

____ Other (Equipment, Supplies, Etc.) _____

Title: Business Recordkeeping, Practice Set

Author(s): Noble Fritz   Edition 2nd   Copyright Date 1974

Publisher: Gregg   Cost $4.47 (1981)

Pages used: _____

COMMENTS: Content _____   Organization _____

Clarity _____   Readability _____

Illustrations _____   Length _____

Motivational Qualities _____

Includes: X Student Directions   X Quizzes   X Teacher Aids

Teacher Comments: This practice set has been updated by "Supersonic Sounds, A Business Recordkeeping Practice Set", Third Ed., Fritz & Werth, c. 1981, cost $4.47 (tent.)

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Rushford Central School

UNIT Financial & Recordkeeping Systems

MODULE Inventory

Instructor Jane Hill

TASK Maintain a Perpetual Stock Inventory

Phone Number (716) 437-2217

1979-1980 Task # 07-04-01

ISSOE Region 13

1980-1981 Task # ______

V-TECS Number ______

MATERIALS BEST SUITED FOR:

___ Individual Instruction

___ Handicapped (Describe) ______

x Group Instruction

___ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
X Introductory	X 10	X Below Average Performance
X Basic	X 11	X Average Performance
X Advanced	X 12	___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe) ______

___ Audio Visual Material (Describe) ______

X Simulations/Demonstrations Bulletin board display of stock record

X Other (Equipment, Supplies, Etc.) completed cards showing merchandise received, issued and balances

Title: ______

Author(s): ______ Edition ______ Copyright Date ______

Publisher: ______ Cost ______

Pages used: ______

COMMENTS: Content ______ Organization ______

Clarity ______ Readability ______

Illustrations ______ Length ______

Motivational Qualities ______

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases & Sales Documents
Instructor George Pryor

TASK Complete a purchase order
Phone Number (716) 492-4600

1979-1980 Task # 07-05-01
ISSOE Region 13

1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
___ Handicapped (Describe)
x Group Instruction
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
___ Basic	x 11	x Average Performance
X Advanced	x 12	___ Above Average Performance

MATERIALS USED:

X Textbook
x Workbook
___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
___ Simulations/Demonstrations
___ Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting Advanced Course
Author(s):
Edition 2nd
Copyright Date
Publisher: Southwestern
Cost
Pages used:

COMMENTS: Content
Organization
Clarity
Readability
Illustrations
Length
Motivational Qualities
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

Instructor Irene Schindler

TASK Complete a purchase order

Phone Number (914) 668-6580

1979-1980 Task # 07-05-01

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

x Basic

____ Advanced

GRADE:

x 10

x 11

____ 12

ABILITY:

____ Below Average Performance

x Average Performance

____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3 Copyright Date 1977

Publisher: Gregg/McGraw Hill Cost $9.57

Pages used: 234-240

COMMENTS: Content Complete Organization Good

Clarity Good Readability Fairly difficult

Illustrations Numerous/effective use of color Length Satisfactory

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases & Sales Documents

Instructor George Pryor

TASK Complete a purchase order

Phone Number (716) 492-4600

1979-1980 Task # 07-05-01

ISSOE Region 13

1980-1981 Task # ___

V-TECS Number ___

MATERIALS BEST SUITED FOR:

x Individual Instruction

___ Handicapped (Describe) ___

___ Group Instruction

___ Other (Describe) ___

INSTRUCTIONAL LEVEL(S):

___ Introductory

___ Basic

x Advanced

GRADE:

___ 10

x 11

x 12

ABILITY:

___ Below Average Performance

x Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook

X Workbook

___ Other Printed Material (Describe) ___

___ Audio Visual Material (Describe) ___

___ Simulations/Demonstrations ___

___ Other (Equipment, Supplies, Etc.) ___

Title: Typewriting, Office Practice Set

Author(s): ___

Edition 6th

Copyright Date ___

Publisher: Southwestern

Cost ___

Pages used: ___

COMMENTS: Content ___

Organization ___

Clarity ___

Readability ___

Illustrations ___

Length ___

Motivational Qualities ___

Includes: x Student Directions ___ Quizzes x Teacher Aids

Teacher Comments: ___

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ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases and sales documents

Instructor Irene Schindler

TASK Complete a purchase order

Phone Number (914) 668-6580

1979-1980 Task # 07-05-01

ISSOE Region 3S

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

Individual Instruction

x Group Instruction

Handicapped (Describe)

Other (Describe)

INSTRUCTIONAL LEVEL(S):

Introductory

x Basic

Advanced

GRADE:

x 10

x 11

12

ABILITY:

Below Average Performance

x Average Performance

Above Average Performance

MATERIALS USED:

x Textbook

Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Modern Bookkeeping and Accounting

Author(s): Morris, Miller, Janis

Edition 2

Copyright Date 1973

Publisher: Fearon-Pitman

Cost $8.97

Pages used: 231-235

COMMENTS:

Content Good

Organization ood

Clarity Satisfactory

Readability Appropriate for 10-11

Illustrations Numerous/in color

Length Satisfactory

Motivational Qualities Attractive

Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office   School Name and Address Whitesville Central

UNIT Financial & Recordkeeping systems

MODULE Purchases & Sales Documents   Instructor Louise Rogers

TASK Complete a purchase order   Phone Number (607) 356-3301

1979-1980 Task # 07-05-01   ISSOE Region 13

1980-1981 Task # ____   V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction   ____ Handicapped (Describe) ____

X Group Instruction   ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	____ Below Average Performance
X Basic	X 11	X Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

x Textbook   ____ Workbook   ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Erickson, Beaumont, Robinson   Edition ____   Copyright Date 1972

Publisher: Southwestern   Cost ____

Pages used: pp. 273-279 problems and illustrations

COMMENTS: Content ____   Organization ____

Clarity ____   Readability ____

Illustrations ____   Length ____

Motivational Qualities ____

Includes: ____ Student Directions   ____ Quizzes   ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Whitesville Central

UNIT Financial and recordkeeping systems

MODULE Purchases and sales documents

Instructor Louise Rogers

TASK Complete a purchase order

Phone Number (607) 356-3301

1979-1980 Task # 07-05-01

ISSOE Region 13

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

____ Handicapped (Describe) ____

X Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	____ Below Average Performance
X Basic	X 11	X Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Gregg Typing, Series 6 Typing 1

Author(s): Lloyd, Winger, Rowe Edition ____ Copyright Date 1977

Publisher: McGraw-Hill Cost ____

Pages used: pp. 128-129 problems and illustrations

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Whitesville Central
UNIT Financial & Recordkeeping systems
MODULE Purchases and sales documents
Instructor Louise Rogers
TASK Complete a purchase order
Phone Number (607) 356-3301
1979-1980 Task # 07-05-01
ISSOE Region 13
1980-1981 Task # ______
V-TECS Number ______

MATERIALS BEST SUITED FOR:

☒ Individual Instruction
☒ Group Instruction
☐ Handicapped (Describe) ______
☐ Other (Describe) ______

INSTRUCTIONAL LEVEL(S):

☐ Introductory
☒ Basic
☐ Advanced

GRADE:

☒ 10
☒ 11
☒ 12

ABILITY:

☐ Below Average Performance
☒ Average Performance
☐ Above Average Performance

MATERIALS USED:

☒ Textbook
☐ Workbook
☐ Other Printed Material (Describe) ______
☐ Audio Visual Material (Describe) ______
☐ Simulations/Demonstrations ______
☐ Other (Equipment, Supplies, Etc.) ______

Title: Applied Business Mathematics
Author(s): Piper, Fairbank, Gruber
Edition 9
Copyright Date 1970
Publisher: Southwestern
Cost ______
Pages used: pp. 372-396 problems and illustrations

COMMENTS:

Content ______
Organization ______
Clarity ______
Readability ______
Illustrations ______
Length ______
Motivational Qualities ______
Includes: ☐ Student Directions ☐ Quizzes ☐ Teacher Aids

Teacher Comments: ______

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping systems

MODULE Purchases and sales documents

TASK Complete a purchase order

1979-1980 Task # 07-05-01

1980-1981 Task #

School Name and Address Whitesville Central

Instructor Louise Rogers

Phone Number (607) 356-3301

ISSOE Region 13

V-TECS Number

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

___ Handicapped (Describe)

___ Other (Describe)

INSTRUCTIONAL LEVEL(S):

___ Introductory

X Basic

___ Advanced

GRADE:

X 10

X 11

X 12

ABILITY:

___ Below Average Performance

X Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

___ Simulations/Demonstrations

x Other (Equipment, Supplies, Etc.) overhead projector

Title:

Author(s): Edition Copyright Date

Publisher: Cost

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial and Recordkeeping systems

MODULE Purchases and sales documents

TASK Complete a purchase order

1979-1980 Task # 07-05-01

1980-1981 Task # ____

School Name and Address Whitesville Central

Instructor Louise Rogers

Phone Number (607) 356-3301

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

___ Handicapped (Describe) ____

___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

___ Introductory

X Basic

___ Advanced

GRADE:

X 10

X 11

X 12

ABILITY:

___ Below Average Performance

___ Average Performance

___ Above Average Performance

MATERIALS USED:

___ Textbook ___ Workbook x Other Printed Material (Describe) Stenographers reference manual

___ Audio Visual Material (Describe) ____

___ Simulations/Demonstrations ____

___ Other (Equipment, Supplies, Etc.) ____

Title: ____

Author(s): ____ Edition ____ Copyright Date ____

Publisher: ____ Cost ____

Pages used: ____

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Whitesville Central

UNIT Financial & Recordkeeping systems

MODULE Purchases and sales documents

Instructor Louise Rogers

TASK Complete an invoice

Phone Number (607) 356-3301

1979-1980 Task # 07-05-02

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

X Individual Instruction
Handicapped (Describe)
X Group Instruction
Other (Describe)

INSTRUCTIONAL LEVEL(S):
Introductory
x Basic
Advanced

GRADE:
X 10
x 11
X 12

ABILITY:
Below Average Performance
x Average Performance
Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Beaumont, Robinson Edition Copyright Date 1972

Publisher: Southwestern Cost

Pages used: 201

COMMENTS: Content Organization
Clarity Readability
Illustrations Length
Motivational Qualities
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchase & Sales Documents	Instructor George Pryor
TASK Complete an invoice	Phone Number (716) 492-4600
1979-1980 Task # 07-05-02	ISSOE Region 13
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction	___ Handicapped (Describe)
x Group Instruction	___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	___ 10	___ Below Average Performance
___ Basic	x 11	x Average Performance
X Advanced	x 12	___ Above Average Performance

MATERIALS USED:

X Textbook x Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

___ Simulations/Demonstrations

___ Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting Advanced Course

Author(s): Edition 2nd Copyright Date

Publisher: Southwestern Cost

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases and Sales Documents

Instructor George Pryor

TASK Complete an invoice

Phone Number (716)492-4600

1979-1980 Task # 07-05-02

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

☐ Individual Instruction
☐ Handicapped (Describe)
☐ Group Instruction
☐ Other (Describe)

INSTRUCTIONAL LEVEL(S):

☐ Introductory
☐ Basic
☒ Advanced

GRADE:

☐ 10
☒ 11
☒ 12

ABILITY:

☐ Below Average Performance
☒ Average Performance
☐ Above Average Performance

MATERIALS USED:

☐ Textbook
☒ Workbook
☐ Other Printed Material (Describe)
☐ Audio Visual Material (Describe)
☐ Simulations/Demonstrations
☐ Other (Equipment, Supplies, Etc.)

Title: Typewriting Office Practice Set

Author(s):

Edition 6th

Copyright Date

Publisher: Southwestern

Cost

Pages used:

COMMENTS:

Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: ☒ Student Directions ☒ Quizzes ☒ Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

TASK Complete an invoice

1979-1980 Task # 07-05-02

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 668-6580

ISSOE Region SS

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe) ____

x Group Instruction ____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Accounting 10/12

Author(s): Weaver, Hanna, Freeman, Brower, Smiley Edition 3 Copyright Date 1977

Publisher: Gregg/McGraw Hill Cost $9.57

Pages used: 240-241; 285-286; 435; 440; 237-238; 280-282

COMMENTS: Content Complete Organization Very good

Clarity Good Readability Appropriate to 10-11

Illustrations Numerous/appropriate Length ____

Motivational Qualities ____

Includes: x Student Directions ____ Quizzes x Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents

Instructor Irene Schindler

TASK Complete an invoice

Phone Number (914) 668-6580

1979-1980 Task # 07-05-02

ISSOE Region 3S

1980-1981 Task # ____

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

x Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	x 10	____ Below Average Performance
x Basic	x 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

MATERIALS USED:

x Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Modern Bookkeeping and Accounting

Author(s): Morris,Miller,Janis

Edition 2

Copyright Date 1973

Publisher: Fearon-Pitman

Cost $8.97

Pages used: 234-235

COMMENTS:

Content Good

Organization Good

Clarity Satisfactory

Readability Appropriate for 10-11

Illustrations Good

Length Satisfactory

Motivational Qualities Attractive; easy to follow

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office   School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases & Sales Documents   Instructor George Pryor

TASK Complete a bill of lading   Phone Number (716) 492-4600

1979-1980 Task # 07-05-03   ISSOE Region 13

1980-1981 Task #_____   V-TECS Number_____

MATERIALS BEST SUITED FOR:

_____Individual Instruction   _____Handicapped (Describe)_____

_____Group Instruction   _____Other (Describe)_____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
_____Introductory	_____10	_____Below Average Performance
_____Basic	x 11	x Average Performance
x Advanced	x 12	_____Above Average Performance

MATERIALS USED:

_____Textbook   x Workbook   _____Other Printed Material (Describe)_____

_____Audio Visual Material (Describe)_____

_____Simulations/Demonstrations_____

_____Other (Equipment, Supplies, Etc.)_____

Title: Typewriting Office Practice Set

Author(s):_____   Edition 6th   Copyright Date_____

Publisher: Southwestern   Cost_____

Pages used:_____

COMMENTS: Content_____   Organization_____

Clarity_____   Readability_____

Illustrations_____   Length_____

Motivational Qualities_____

Includes: x Student Directions   x Quizzes   x Teacher Aids

Teacher Comments:_____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases & Sales Documents

Instructor George Pryor

TASK Complete a bill of lading

Phone Number (716) 492-4600

1979-1980 Task # 07-05-03

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe)

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	Below Average Performance
Basic	11	Average Performance
X Advanced	12	Above Average Performance

MATERIALS USED:

X Textbook

x Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting Advanced Course

Author(s):

Edition 2nd

Copyright Date

Publisher: Southwestern

Cost

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping systems

MODULE Purchases & sales documents

TASK Complete a bill of lading

1979-1980 Task # 07-05-03

1980-1981 Task # ____

School Name and Address Whitesville Central

Instructor Louise Rogers

Phone Number (607) 356-3301

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction	___ Handicapped (Describe) ____
X Group Instruction	___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	X 10	___ Below Average Performance
X Basic	X 11	___ Average Performance
___ Advanced	X 12	___ Above Average Performance

MATERIALS USED:

x Textbook ___ Workbook ___ Other Printed Material (Describe) ____

___ Audio Visual Material (Describe) ____

___ Simulations/Demonstrations ____

___ Other (Equipment, Supplies, Etc.) ____

Title: Century 21 Typing Textbook

Author(s): Lessenberry, Crawford, Erickson, Beaumont, Robinson Edition ____ Copyright Date 1972

Publisher: Southwestern Cost ____

Pages used: 273-274

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ___ Student Directions ___ Quizzes ___ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Financial & Recordkeeping systems

MODULE Purchases and sales documents

TASK Complete a customer's statement

1979-1980 Task # 07-05-04

1980-1981 Task # ____

School Name and Address Whitesville Central

Instructor Louise Rogers

Phone Number (607) 356-3301

ISSOE Region 13

V-TECS Number ____

MATERIALS BEST SUITED FOR:

X Individual Instruction

X Group Instruction

____ Handicapped (Describe) ____

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	X 10	____ Below Average Performance
X Basic	X 11	____ Average Performance
____ Advanced	X 12	____ Above Average Performance

MATERIALS USED:

X Textbook ____ Workbook ____ Other Printed Material (Describe) ____

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Applied Business Mathematics

Author(s): Piper, Fairbank, Gruber Edition 9 Copyright Date 1970

Publisher: Southwestern Cost ____

Pages used: 428-430

COMMENTS: Content ____ Organization ____

Clarity ____ Readability ____

Illustrations ____ Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office	School Name and Address Pioneer High School
UNIT Financial & Recordkeeping Systems	
MODULE Purchases & Sales Documents	Instructor George Pryor
TASK Complete a customer's statement	Phone Number (716) 492-4600
1979-1980 Task # 07-05-04	ISSOE Region 13
1980-1981 Task #	V-TECS Number

MATERIALS BEST SUITED FOR:

____ Individual Instruction ____ Handicapped (Describe)

____ Group Instruction ____ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____ Introductory	____ 10	____ Below Average Performance
____ Basic	x 11	x Average Performance
x Advanced	x 12	____ Above Average Performance

MATERIALS USED:

____ Textbook x Workbook ____ Other Printed Material (Describe)

____ Audio Visual Material (Describe)

____ Simulations/Demonstrations

____ Other (Equipment, Supplies, Etc.)

Title: Typewriting Office Practice Set

Author(s): Edition Copyright Date

Publisher: Southwestern Cost

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

School Name and Address Pioneer High School

UNIT Financial & Recordkeeping Systems

MODULE Purchases & Sales Documents

Instructor George Pryor

TASK Complete a customer's statement

Phone Number (716) 492-4600

1979-1980 Task # 07-05-04

ISSOE Region 13

1980-1981 Task #

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction

Handicapped (Describe)

x Group Instruction

Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	Below Average Performance
Basic	x 11	x Average Performance
X Advanced	x 12	Above Average Performance

MATERIALS USED:

X Textbook

x Workbook

Other Printed Material (Describe)

Audio Visual Material (Describe)

Simulations/Demonstrations

Other (Equipment, Supplies, Etc.)

Title: Century 21 Accounting Advanced Course

Author(s):

Edition 2nd

Copyright Date

Publisher: Southwestern

Cost

Pages used:

COMMENTS: Content

Organization

Clarity

Readability

Illustrations

Length

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases & sales documents
Instructor Irene Schindler

TASK Complete a customer's statement
Phone Number (914) 668-6580

1979-1980 Task # 07-05-04
ISSOE Region 3S

1980-1981 Task #
V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
or
x Group Instruction

Handicapped (Describe)
Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
Introductory	10	x Below Average Performance
x Basic	x 11	x Average Performance
Advanced	x 12	Above Average Performance

MATERIALS USED:

x Textbook
Workbook
Other Printed Material (Describe)
Audio Visual Material (Describe)
Simulations/Demonstrations
Other (Equipment, Supplies, Etc.)

Title: Clerical Office Procedures

Author(s): Meehan, Pasewark, Oliverio
Edition 6th
Copyright Date 1978

Publisher: Southwestern
Cost $9.42

Pages used: Pg. 498-518

COMMENTS:
Content Good
Organization Good
Clarity Good
Readability Appropriate for grade level
Illustrations Appropriate/numerous
Length
Motivational Qualities
Includes: Student Directions Quizzes Teacher Aids

Teacher Comments: Chapter Topics review important points and cover basics well on improving arithmetic and language skills; also covers decision making and human relations.

ISSOE MATERIALS REPORTING FORM

COURSE Business Office
School Name and Address Mt. Vernon H.S.

UNIT Financial & Recordkeeping Systems

MODULE Purchases and sales documents
Instructor Irene Schindler

TASK Complete a customer's statement
Phone Number (914) 668-6580

1979-1980 Task # 07-05-04
ISSOE Region 3S

1980-1981 Task # ____
V-TECS Number ____

MATERIALS BEST SUITED FOR:

___ Individual Instruction
___ Handicapped (Describe) ____
_x_ Group Instruction
___ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	_x_ 10	___ Below Average Performance
_x_ Basic	_x_ 11	_x_ Average Performance
___ Advanced	___ 12	___ Above Average Performance

MATERIALS USED:

_x_ Textbook
___ Workbook
___ Other Printed Material (Describe) ____
___ Audio Visual Material (Describe) ____
___ Simulations/Demonstrations ____
___ Other (Equipment, Supplies, Etc.) ____

Title: Accounting 10/12
Author(s): Weaver, Hanna, Freeman, Brower, Smiley
Edition 3
Copyright Date 1977
Publisher: Gregg/McGraw Hill
Cost $9.57
Pages used: pg. 286 - 288

COMMENTS:
Content Complete
Organization Very good
Clarity Satisfactory
Readability Above-average
Illustrations Good-flowcharting is effective
Length Satisfactory
Motivational Qualities Good activities
Includes: _x_ Student Directions ___ Quizzes _x_ Teacher Aids

Teacher Comments: ____

ISSOE MATERIALS REPORTING FORM

COURSE Business Office

UNIT Data Processing

MODULE Keypunch machine

TASK Develop and use a program card

1979-1980 Task # 08-01-02

1980-1981 Task # ____

School Name and Address Mt. Vernon H.S.

Instructor Irene Schindler

Phone Number (914) 688-6580

ISSOE Region 3S

V-TECS Number ____

MATERIALS BEST SUITED FOR:

____ Individual Instruction

____ Handicapped (Describe) ____

____ Group Instruction

____ Other (Describe) ____

INSTRUCTIONAL LEVEL(S):

____ Introductory

____ Basic

____ Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____ Below Average Performance

____ Average Performance

____ Above Average Performance

MATERIALS USED:

____ Textbook

____ Workbook

x Other Printed Material (Describe) Practice exercises

____ Audio Visual Material (Describe) ____

____ Simulations/Demonstrations ____

____ Other (Equipment, Supplies, Etc.) ____

Title: Card Punch Practice Exercises (SR25-1627-1)

Author(s): IBM Corp.

Edition -

Copyright Date 1975

Publisher: DPD Education Development Publication Services
Education Center South Road Poughkeepsie, N.Y. 12602

Cost ____

Pages used: ____

COMMENTS:

Content ____

Organization ____

Clarity ____

Readability ____

Illustrations ____

Length ____

Motivational Qualities ____

Includes: ____ Student Directions ____ Quizzes ____ Teacher Aids

Teacher Comments: ____

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